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ABSTRACT

Included in this faculty and administration handbook are descriptions of the responsibilities of university administrators, deans, and faculty (and a 1974 organizational chart), provisions of faculty recruitment, selection, and appointment including teaching load and salary scale, By-Laws of the New York State College of Ceramics at Alfred University and of the Alfred University School of Nursing. (JT)

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Handbook for Faculty and Administration of Alfred University 1973-1974

HE 007 483

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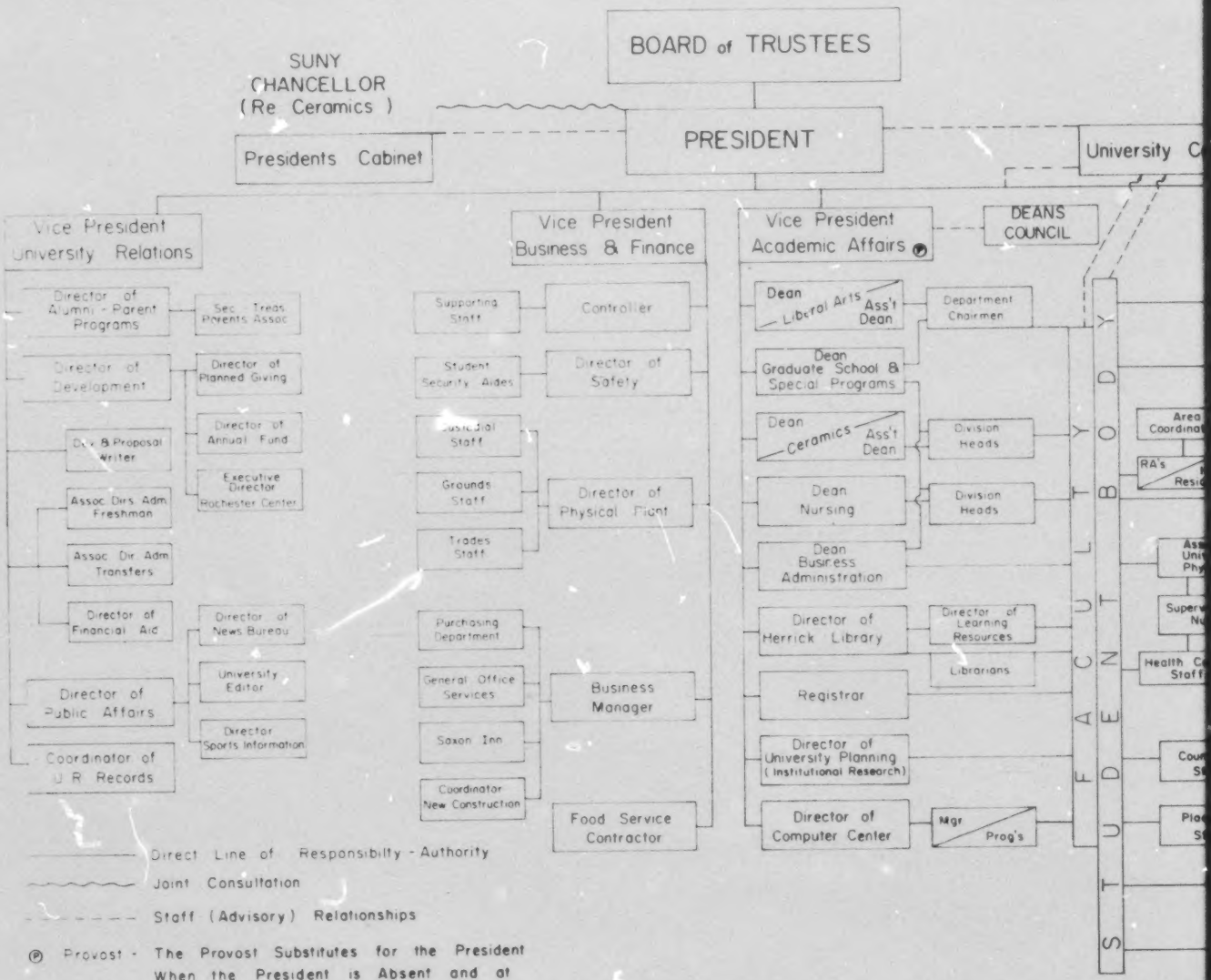
Organizational Chart of Alfred University

Septem



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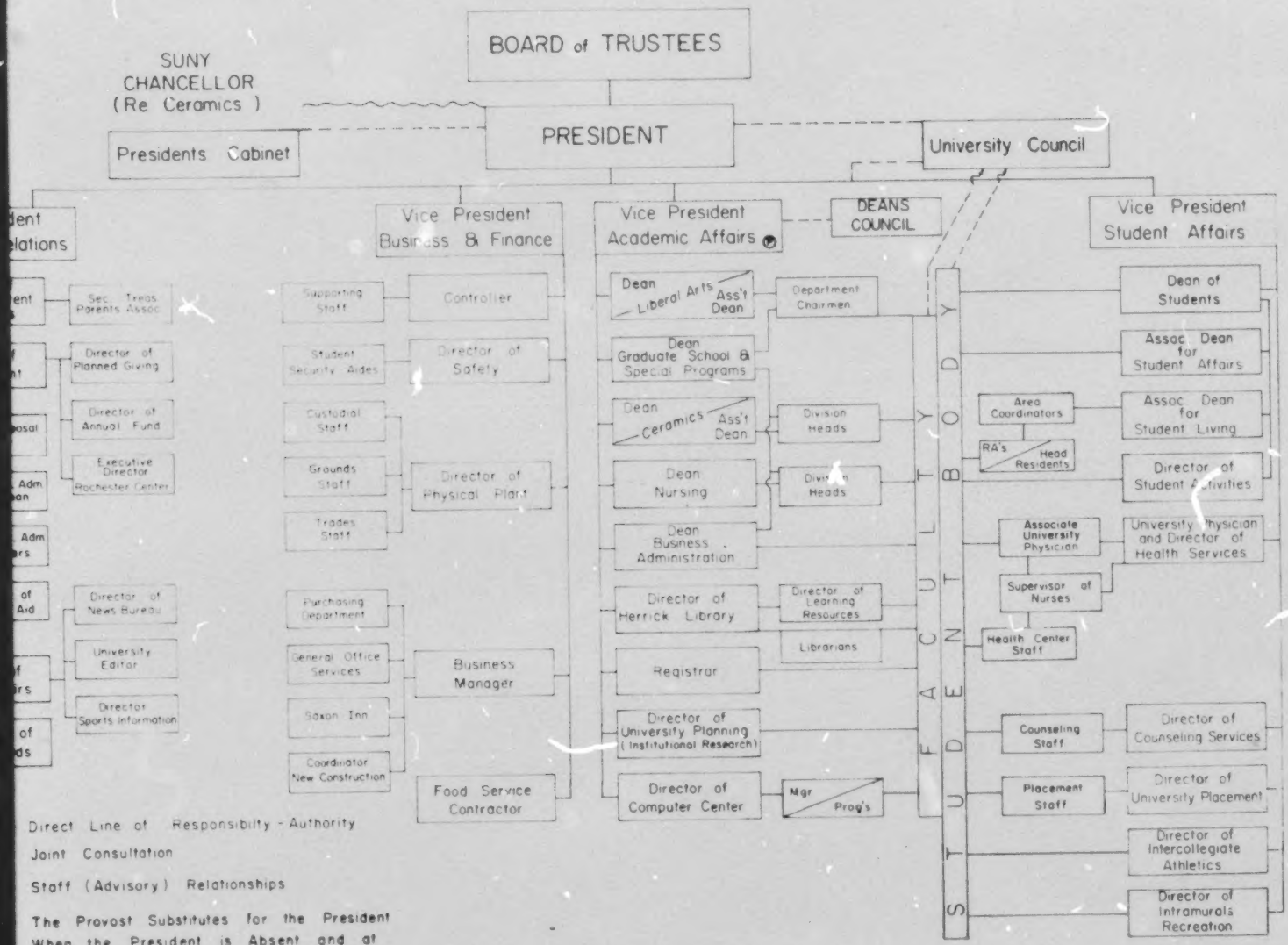

Direct Line of Responsibility - Authority

Joint Consultation

Staff (Advisory) Relationships

The Provost Substitutes for the President When the President is Absent and at other Times by Delegation

FACULTY AND ADMINISTRATION HANDBOOK 1973-74

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ORGANIZATION

Composition and functions of the BOARD OF TRUSTEES

Alfred University was incorporated by special act of the legislature of New York State in March 1857. This act provided that the Alfred University Corporation "shall have perpetual succession for the purpose of promoting education by cultivating art, literature, and science." It was further provided that the Corporation "shall have power to receive and hold property, real and personal, and to sell or otherwise to dispose of same for the objects" of this Corporation. The Corporation is, therefore, the entity which has legal responsibility for the life of Alfred University. Copies of the Charter and the By-Laws of the Board of Trustees are on reserve in the library.

The Act of Incorporation further provided that the "estate, powers, and business of said Corporation, shall be vested in, and controlled and managed, by a board of thirty-three trustees, allotted into three equal classes, one class of which shall go out of office at each succeeding annual election" and that "eleven . . . shall constitute a quorum for the transaction of business".

It has come about in practice that the membership of the Corporation is identical with that of the Board of Trustees. The president of the University, the secretary and the assistant secretary of the Board of Trustees, and the Vice President for Business and Finance of the University are the president, secretary and assistant secretary, and treasurer of the Corporation. The annual meeting of the Corporation is held on the date of the annual meeting of the Board of Trustees, and the principal item of business has become that of the election of trustees.

The Board of Trustees of Alfred University, acting for the Corporation, is the actual governing body of the University. Its powers are those outlined in the University Charter (as noted above) and in the Education Law of the State of New York. The Board "also exercises those powers with respect to State University of New York College of Ceramics at Alfred University as are stated in the Education Law of the State of New York."

The Board of Trustees has two regular meetings each year--the annual meeting and the fall meeting. Special meetings may be held when needed. The Board operates through its officers and the following standing committees:

Elected	Appointed
Executive	Finance
Investment	Faculty/Curriculum
Development	Student Affairs

Ad-hoc committees are appointed from time to time to deal with special problems. The Board of Trustees functions between meetings through the Executive Committee which may "exercise all powers of the Board except that it shall not sell, grant, lease, or mortgage . . . any part of the University campus, nor shall it grant any easement therein unless specifically authorized in advance by the Board to do so.

Subject to the provisions of the Education Law of the State of New York, the Committee shall not authorize conferment of degrees nor remove elected officers of the University from Office." The Executive Committee reports its proceedings at each regular meeting of the Board.

THE PRESIDENT

The President of the University shall be elected by the Board of Trustees to serve at the pleasure of the Board. He shall be directly responsible to the Board for his acts and shall make a report and recommendations to the Board at its regular meetings. The President shall be the principal educational officer of the University and shall generally direct and supervise its educational programs and activities. He shall be the chief executive of the University and shall manage its property and affairs with such delegation of authority as he may deem advisable. He shall be the official medium of communication between the faculties and the Board and between the students and the Board. He shall be the representative of the trustees and the faculties of the University at all University convocations and on other public occasions. The President, or Chairman of the Board, shall sign all diplomas or certificates and he shall confer all authorized degrees. He shall be an ex-officio member of all trustee and faculty committees. The President, with the approval of the Executive Committee, shall appoint and promote: officers of administration, except the Treasurer, Provost and Vice-Presidents; members of the faculties with the advice and assistance of the appropriate faculty committees on tenure and promotion; and the academic deans.

VICE PRESIDENTS

The following Vice-Presidents may be elected by the Board of Trustees to serve at the pleasure of the Board. Their powers and duties shall be defined by the President of the University with the approval of the Board, and they shall each be responsible to the President in the performance of their duties, viz:

(a) Vice-President for Academic Affairs who may also be the Provost.

(b) Vice-President for Business and Finance who may also be the Treasurer of the University.

(c) Vice-President for University Relations.

(d) Vice-President for Student Affairs.

The Vice President for Academic Affairs

Operates as the chief academic officer of the University. This position has line responsibility-authority for the academic sector of the University. This is defined as those matters pertaining to the faculty and the curriculum of the various colleges and schools of the University including the Library. Registration and accreditation of all programs by outside agencies is accomplished via the Vice President for Academic Affairs.

In addition to the Deans of the College, the Directors of the Library, Computer Center, University Planning and the Registrar report to the Vice President for Academic Affairs. Such matters as budget, promotion, tenure, appointment, reappointment, curricular changes, recruiting, etc. for the above divisions are within the scope of this position.

While the Vice President for Academic Affairs is a line position as described above, the Provost's Office is a staff position--advisory to the President in all matters concerning the University. The Provost has line authority-responsibility when the President delegates one or more of his functions. When the President is either off campus or incapacitated, then the Provost title serves to identify the senior Vice President who functions as the chief University officer.

The Vice President for Business and Finance

Operates as the Chief Business Officer of the University. He is responsible for the administration of the finances, funds and business affairs of the University.

Specifically he is operationally responsible for:

University finances and funds.
University budget development and control.
Developing business policies.
Planning for and providing essential business services and facilities.
Personnel policies -- non-academic personnel.
Administration of benefits.
Auxiliary services.
Purchasing.
University owned buildings and grounds.

The Vice President for University Relations

Supervises management of several administrative departments. Such supervision includes:

1. Co-ordination and review of the goals, continuing operation, and priorities of the administrative departments in the Division.

2. Budget planning and control for each of the departments.

3. Personnel decisions within the division.

The departments and a brief description of their operations are:

1. Development Office - Secures gifts and grants from private sources.

2. Alumni Office - Provides communication between campus and alumni-individually and in groups.

3. Public Affairs Office - Co-ordinates news bureau activities with University publications and off campus media.

4. Cultural Programs - Planning and direction of campus cultural activities for the academic year.

5. Admissions Office - Admits all new students to the University.

6. Financial Aid Office.

The Vice President for Student Affairs

Has administrative responsibility for the operation of:

The Health Center.
The Counseling Service.
The Placement Service.
The Student Affairs Office.
The Rogers Campus Center (except food service and the PUB).
The Residence halls program and operation (except maintenance and repair).
The Intercollegiate and Recreational programs.

This person reports to the President on all matters which concern and affect students.

In addition to program administration and contact work with faculty, students and staff, there are some specific job responsibilities which are presently associated with this position such as:

Fraternity Affairs.
Monitoring the Student Judicial System.
Selective Service Registrar and Adviser.
Foreign Student Adviser.
Counselor for Rehabilitating students and those Visually Handicapped.

CHAIN OF COMMAND

Should an emergency arise during the absence of both the President of the University and the Provost, the following chain of command determines which officer of the University is in charge.

1st. That Dean of Liberal Arts, Ceramics, or Business Administration who has been in the Dean's Office the greater number of years.
2nd. That Dean of Liberal Arts, Ceramics, or Business Administration who has been in the Dean's Office the 2nd greatest number of years.
3rd. That Dean of Liberal Arts, Ceramics, or Business Administration who has been in the Dean's Office the lesser number of years.
4th. Graduate Dean.

THE FACULTIES

The faculty of each college and school of the University shall consist of the President, the Vice President for Academic Affairs, the Dean, officers of administration with academic rank, and all members of the teaching staff, exclusive of student assistants and those serving on

part-time or temporary appointments. Other officers of administration may attend meetings of the faculty of each college or school without the voting privilege. Emeriti may attend faculty meetings without vote. The Dean of each college or school shall be the chairman of his faculty and shall preside at all faculty meetings. Under the direction and supervision of the Dean, the Vice President for Academic Affairs, and the President of the University and subject to the approval of the Board, each faculty shall have jurisdiction over the educational affairs of its own college or school.

The University faculty shall consist of the President, the Vice President for Academic Affairs, the Deans of the colleges and schools, officers of administration with academic rank, librarians, and all members of the teaching staff, exclusive of student assistants, and those serving on part-time or temporary appointments. Other officers of administration may attend meetings of the faculty, without the voting privilege, at the discretion of the President. Emeriti may attend faculty meetings without vote. The President shall be the chairman of the University faculty and shall preside at all faculty meetings. Under the direction and supervision of the President of the University and subject to the approval of the Board, the University faculty shall have responsibility for the conduct of the educational programs of the University insofar as these involve matters of concern to all colleges and schools of the University.

COMPONENT EDUCATIONAL UNITS

The component educational units of the University are: Herrick Memorial Library; College of Liberal Arts; New York State College of Ceramics; School of Nursing; School of Business Administration; and the Graduate School.

HERRICK MEMORIAL LIBRARY

The Library is described in detail on page 71.

COLLEGE OF LIBERAL ARTS

The College of Liberal Arts plays a central role in the University. Students from all of the other units take their non-professional courses in the Liberal Arts College.

The Liberal Arts College offers to its own students the opportunity of studying the humanities, the natural sciences, the social sciences, mathematics, and the performing arts; in either survey or depth.

COLLEGE OF CERAMICS

The College was created in 1900 by an act of the New York State Legislature for the purpose of advancing the art and science of ceramics. It has maintained leadership in the field of ceramics education since that time. The College has since its beginning offered programs leading to the Bachelor's degree in ceramic engineering, ceramic science, and ceramic art. The program leading to the B.S. in glass was initiated in 1932 as was the M.F.A. degree in design. The first Master of Science degree was granted in 1933 and the first Ph.D. degree in 1958.

Although receiving by far the greatest majority of its financial support from the State of New York, the College of Ceramics operates under the policies of Alfred University. Students enrolled in the College participate fully in all areas of University life. Further, the faculty and staff of the College are represented in the several facets of the University community.

Students enrolled in the College of Ceramics register on an equal basis with other students for certain required and elective courses offered by the faculty of the College of Liberal Arts. Conversely, students enrolled in the College of Liberal Arts and the School of Nursing are able to take courses offered by the faculty of the College of Ceramics.

SCHOOL OF NURSING

The School of Nursing is an outgrowth of the Cadet Nurse Corps which started in 1943. A four-year baccalaureate program was begun in 1946, and the present school with a Dean was established in 1953.

The program is designed to serve both the new high school graduate and the Registered Nurse who wants to earn a baccalaureate degree for personal and professional advancement.

Students use all library, laboratory, and classroom facilities of the University. They live away from the campus during the junior year, devoting this period to clinical experience in selected health agencies in the urban area.

Upon completion of the program, the graduate is awarded a B.S. degree with a major in nursing and is qualified to sit for the State Licensure exam to become a registered nurse.

SCHOOL OF BUSINESS ADMINISTRATION

The School of Business Administration is a professional unit that exists to prepare students for successful careers as managers and administrators in both private business and governmental organizations. To provide the necessary preparation, basic courses are offered in all the basic business disciplines. To allow specialization advanced courses are offered in all areas. Professional preparation is also enhanced by the requirement of a sub-major. The whole program is built on a liberal arts base, which constitutes most of the freshman and sophomore years.

THE GRADUATE SCHOOL

The Graduate School administers programs of advanced study leading to the Ph.D. in Ceramic Sciences or Engineering, and to the master's degree in various fields.

The graduate faculty is not separately designated. Participation in graduate teaching is based on the interest of the faculty member, subject to the approval of his Chairman and the Graduate School Dean, who review his qualifications.

COMPUTER SERVICE

The Computing Center in the McMahon Building serves both academic and administrative needs of the University. Computer facilities are available for faculty and student academic and research uses, either through jobs run at the center, or from remote terminals.

Administrative functions include class scheduling, grade reporting, student billing, exam scoring, and numerous reports and lists. Beginning with students who entered in September, 1970, a complete academic record is being accumulated on computer files, and should soon be very helpful in assisting advisers.

Present equipment consists of a Xerox Data Systems Sigma 5 computer, with card reader, card punch, line printer, disk drives, magnetic tape, and continuous plotter. Eight teletype terminals are located in various buildings throughout the campus, providing easy access to the computer.

THE DEANS

Director of Herrick Memorial Library

The Library Director is the chief administrative officer of the University Library and, as such, reports to the Vice President for Academic Affairs. The Director, with the cooperation of the faculty and staff is responsible for all functions and services (including

personnel) of the Library and for interpreting these to the academic community. The Director also works with the University Library Committee.

Dean of the College of Liberal Arts
Dean of the College of Ceramics
Dean of the School of Nursing
Dean of the School of Business Administration
Dean of the Graduate School

The Dean of each college is the chief administrative officer of the College. As such, he is responsible for supervising staffing and recruitment for the faculty of the college and supervising the budget of the various academic departments or divisions. He must administer the academic policies set by the faculty of the college and as the chief academic officer should monitor student academic performance and other matters pertaining to the relations of students with the college. His position of leadership in the college requires that he set the tone and direction of the college by establishing budgetary emphasis and personnel policies with the advice of his colleagues within the college.

The Deans are responsible to the Vice President for Academic Affairs for the organization and operation of their School or College.

The Deans are responsible for exercising strong leadership in curriculum development and to ensure that the program required of students is academically and professionally sound.

The Dean of the Graduate School is responsible for graduate programs and graduate study. Academic standards, policies and programs are formulated by the Operating Committees of the Graduate Council, and the Dean is then responsible for their administration. His office processes graduate admission and monitors student progress.

FACULTY RESPONSIBILITIES

Faculty members are expected to carry a teaching load of approximately three courses per semester, to serve as advisers to an assigned number of students, to serve on major faculty committees, and to attend meetings of the faculty of their division and the University. They are expected to attend Commencement in academic regalia.

Teaching Load

1. Teaching Loads Course Plan*

Effective 1972-3, the normal teaching load will be regarded as three courses per semester (under the course unit system) and the following student course registrations. Variations of the standard teaching load may exist within a department or division, but the average load per department or division is to be in accordance with the following:

*Reductions in teaching load for Department/Division Chairmen are contained in the Provisions of Appointment for Department Chairmen.

Units	Registrations	Student Credit Hours Equiv.	Resulting Avg. Cl. Size
Liberal Arts	75	300	25
Bus. Adm.	75	300	25
Ceramics	60	240	20
Nursing	40	160	14

2. Allenterm Responsibility

In addition, each faculty member is responsible for three out of four Allenterms.

3. Independent Study

An independent study is defined as a learning situation in which one faculty member tends to deal with one, two, or three students each of whom may be engaged in a different research project. Supervision of some independent study work (up to three students for full courses, or the equivalent) is considered to be normal faculty activity. With the specific approval of the Dean, one-half course reduction may be granted for four to six students (full course equivalents). No additional reductions will be granted for loads of more than six students and faculty members should be discouraged from attempting more. The department or division chairman will make the assignment of released time for independent studies.

4. "Self-Education" Courses (in manner of Dr. Martin's pilot course)

Even though a course taught with a "self-education" technique requires minimal supervision, such course will count as one of the three required courses, and the student registration of such course will count toward the 75 (or whatever) required student registrations. This formula is the best way of encouraging "self-education" type courses. It is obviously to the professor's benefit to teach a course this way -- it lightens his real load, and boosts his student registration count.

5. Thesis Supervision and Graduate Teaching

Thesis supervision is an important part of graduate programs and some undergraduate programs. At the graduate level, supervision of one and one-half full courses or equivalent will result in one-half course reduction in load. (At the undergraduate level, supervision of three courses or equivalent will result in one-half course reduction in load.)

Graduate courses are calculated in the same way as undergraduate courses in the faculty member's teaching load.

6. Team Teaching

Each faculty team engaged in team teaching will receive credit for 1 ½ courses for each full course under the course unit system, with the following provisos: (a) Not more than three faculty members will be engaged in any given team teaching project; (b) All team members will attend all class meetings; (c) No instructor will be engaged in more than one team project per semester; (d) Courses

taught by teams will be interdisciplinary in nature. The faculty team will have the responsibility for assigning appropriate teaching credit within the policy framework stipulated above.

7. Track II

Participation in the Track II program involves some commitment by the faculty member beyond the usual activities. However, recognizing that Track II advising will inevitably be more time consuming, the following allocation will be tentatively followed:

1) Advisory Boards --
first three = no load reduction
4-6 = half course reduction
faculty are limited to not more than 6 boards.

2) Chairmanship of Advisory Boards should be taken into consideration by the Department or Division Chairman in assigning faculty loads.

8. Program needs may supersede the student course registration method of calculation (e.g. a program may require a faculty position even though it does not average 300 student credit hours). (However, another option might be to eliminate the program.)

9. Laboratories: The usual two for one arrangement will continue for laboratory and other similar courses (e.g. four contact hours = one-half course).

10. New preparations: With the approval of the Dean, two or more new full courses in a semester may result in a half course reduction for that semester. May also apply to new preparations in team courses.

L.A. Curriculum Committee--Spring 1972, Spring 1973
Deans Council--Spring 1972
Board of Trustees General Policy Statement--March 30, 1972
President Miles--May 23, 1972
Effective September 1972
Revised August 1973

In their capacity as advisers, faculty should be aware of the following services to assist students:

UNIVERSITY COUNSELING SERVICES

University counselors are available to assist students to better understand and to use more wisely their educational, vocational, and personal potentialities as well as opportunities which they have, or can develop. Psychological testing is sometimes employed to determine the students' long termed interests and abilities and their probable bearing on future personal and vocational planning. Counseling sessions may be scheduled for the student to assist him in the clarification of his goals, greater self direction, and the achievement of a more effective adjustment to himself and others.

Faculty can refer students to the University Counseling Services. They should encourage the student to call Miss Doris Simpson (871-2187) and make an appointment to meet with a counselor. Miss Simpson is the secretary to the Director of Counseling Services as well as Psychometrist.

Psychometric instruments of a wide variety are available. These include tests for discovering interests, abilities, and aptitudes as well as personality inventories. These tests are administered in the Counseling offices at 10 Park Street. These offices also have literature for the standard professional exams such as GRE, Law Boards, Medical and Dental Boards. This service is an authorized agent of the Psychological Corporation and administers the Miller Analogies Test routinely. It is also a regional testing center for ETS. Orientation Week Testing and other campus-wide testing programs come under the auspices of this service. There is also an Occupational-Informational Library for students to browse in so that they may get a clearer picture of the various fields of work and the opportunities in these fields.

For those who are emotionally distraught, short-term therapies are available by appointment through Miss Simpson even though the sessions are conducted in the Health Center.

TESTING

Several testing programs are in continuous operation on campus, e.g. Miller Analogies, some are scheduled at certain times on campus, e.g. Graduate Record Exam and New York State Placement Exams. Some testing programs are not administered on the campus, but information about them is available at the Counseling Center.

PLACEMENT

Alfred University offers a placement service for its students and alumni. The primary functions of the Placement Office are to counsel students and alumni concerning full-time employment; and to arrange a schedule of visits to the campus by employing organizations to meet and exchange career information with students. The Office in Allen Hall has a reading-reception room, a career-reference library, and several interview rooms for student conferences with visiting personnel from school districts, governmental agencies, business and industries.

CURRENT INTERPRETATION OF ALFRED UNIVERSITY'S

GRADING SYSTEM

	UNDERGRADUATE		GRADUATE	
	CREDIT	NO CREDIT	CREDIT	NO CREDIT
Faculty Grades	A, B+, B, C+, C, D+, D = P	F I	A B C	F
Art & Design only	HP, P	NC		
Student's Choice Grades	P	Audit F		
Policy determined by faculty but for administrative use when one of the above cannot be used.		I converted to an F - incomplete, work pending - automatic F unless removed within next semester in residence (for PT students, one sem. only) W - withdrew (prior to withdrawal date and after last date to change) Ex - requirement waived XX - no legal grade reported at this time NR - thesis only	P	I converted to an F - incomplete, work pending - automatic F unless removed within next semester in residence (for PT students, one sem. only) W - withdrew (prior to withdrawal date and after last date to change) NR, NC } thesis only XX - no legal grade reported at this time

From Registrar & Director of I. R. & R.
Referred to Deans Council March 23, 1970
Referred to University Faculty Council April 8, 1970
Referred to University Council October 28, 1970
Referred to Faculty (University) November 5, 1970

ALFRED UNIVERSITY
PROVISIONS OF FACULTY APPOINTMENT

I ACADEMIC FREEDOM

A. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return must be approved by the appropriate academic Dean. The faculty member who wishes to engage in consulting is expected to adhere to University policy, which permits up to one day of consulting per week. Any deviation from this policy must have the approval of the appropriate academic Dean. The faculty member is responsible for keeping the Dean informed of his consulting activities.

B. The faculty member is entitled to freedom in the classroom in discussing his subject, but he should avoid introducing into his teaching, matter which has no relation to his subject.

C. When a faculty member speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and as an educator, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times strive to be accurate, should exercise appropriate restraint, and should show respect for the opinion of others. When expressing personal opinion, a faculty member should make it known that he is not a spokesman for Alfred University.

II APPOINTMENT, REAPPOINTMENT AND RESIGNATION

A. Initial appointments to positions with academic rank shall normally be made for a period of one (academic) year.

B. Reappointments to positions with academic rank shall normally be made on an annual basis until the termination of appointments or the conferment of tenure status.

C. An initial faculty appointment does not lead automatically to tenure; this status is achieved only after careful evaluation during the probationary period. Where appropriate, an initial appointment may be designated as "temporary" - i.e., not subject to renewal.

D. All members of the faculty, either with or without tenure status, whose appointments are not being terminated at the end of the current year, shall be notified of the terms of their employment for the following year by February 15.

E. All faculty members shall submit to the appropriate Dean written replies to offers of employment by March 1. Such replies, if favorable, shall be considered legally and morally binding upon members of the faculty and the University with the following exceptions:

1. During the period between March 1 and May 15 a reversal of decision on the part of a faculty member shall receive sympathetic consideration by the administrative officers of the University.

2. After May 15 a reversal of decision by a faculty member shall be at the convenience of the University. Ethical standards advocated by national educational associations specify that a faculty member should not resign in order to accept employment elsewhere after May 15.

F. It is desirable that a member of the faculty notify the chairman of his department or the Dean of his college or school if he is negotiating with another institution for an appointment.

III TENURE AND PROMOTION

A. Principles

1. Tenure is a continuous appointment to the institutional staff that may be granted to a faculty member who fulfills the probationary requirements defined in this statement. A faculty member on tenure assumes a responsibility for service of continued high quality and is entitled to consider his appointment permanent to the age of retirement.

2. In provisions regarding tenure and promotion, the term "faculty member" shall apply to full-time (salaried) personnel with the academic rank of Instructor of higher.

3. The maximum probationary period is six years. Each faculty member who continues to be annually reappointed shall no later than February 15 of his sixth year on the faculty of Alfred University receive notice from the Dean either that he will have tenure as of the beginning of his seventh year on the faculty, or that his services will terminate at the end of the seventh year.

4. An Instructor who is granted tenure must simultaneously be promoted to Assistant Professor.

5. Appointments made during an academic year prior to the beginning of the second semester shall be considered as having been made at the beginning of that academic year for the purpose of paragraphs 3 and 4 above.

6. Leaves of absence for non-tenured faculty shall count as part of the probationary period unless otherwise stipulated in the leave letter.

7. In unusual cases early tenure may be granted to a faculty member for extensive satisfactory prior service as a full-time faculty member at this or another institution. Early tenure may also be granted to a faculty member for extensive satisfactory prior service in a non-academic capacity directly related to his Alfred University assignment. Early tenure is here defined as the granting of tenure prior to the end of the maximum six-year probationary period.

8. Reappointments, promotions, salary increments, tenure decisions, terminations of appointments, and other personnel decisions shall be made by the President after consultation with the Vice President for Academic Affairs, appropriate Dean, and the appropriate committee hereinafter designated for advising on these matters. The colleges and schools of Alfred University shall each have a "Promotion and Tenure" Committee composed of the Dean (non-voting except to break a tie) and at least three faculty members elected in a manner determined by the faculty of the appropriate college or school. Each committee shall elect its own chairman from members other than the Dean, to whom the committee shall submit its recommendations. In the course of their deliberations, these committees shall confer with the chairmen of academic departments, and shall consider formal evaluation of faculty members by students. A faculty member elected to a Promotion and Tenure Committee shall not serve for more than three consecutive years. Determination of the composition of these committees for academic units other than colleges and schools shall be made by the President.

9. Upon request of the individual faculty member, the Promotion and Tenure Committee shall review with him any committee recommendations concerning that faculty member after he has reviewed the matter with his chairman. Deans shall notify non-tenured faculty of inadequacies that may impede their attaining tenure.

10. Department chairmen shall normally be appointed for a period of three years. A chairman may be reappointed for one or more subsequent terms. Changes may be made in a departmental chairmanship at any time during the three-year appointment period. Chairmen shall normally relinquish the chair at the end of the fiscal year in which they reach the age of 62. Appointment, reappointment, and termination of chairmen shall be the prerogative of the appropriate Dean, after consultation with department members and after approval by the Vice President for Academic Affairs and President. The foregoing paragraph also applies to heads of divisions within colleges or schools. A detailed policy statement on department chairmen is available from the office of the appropriate Dean.

B. Criteria for Initial Appointment, Promotion and Tenure

The following criteria shall be used in an annual review of tenure and promotion by the appropriate committee for recommendation to the Dean, the Vice President for Academic Affairs, and the President. Initial appointments are expected to be consistent with the promotion criteria and practice. These criteria are concerned with the quality of the service rendered. No faculty member can reasonably be expected to be outstanding in all points; achievement in one type of activity may offset lack of achievement in another. No rigid scale for weighing the various criteria is considered feasible.

1. Teaching - Teaching should facilitate learning. Unless his contract stipulates otherwise, the primary responsibility of an Alfred University faculty member is to teach. A

corollary of teaching is keeping up-to-date in one's field through reading, study, and attendance at meetings of appropriate professional societies. The effectiveness of an individual as a teacher will be determined by his department chairman and his faculty colleagues on the Promotion and Tenure Committee who will make appropriate recommendations to the Vice President for Academic Affairs and President through his Dean.

2. Advising - Advising of students is an integral part of teaching. Good advising includes being available during posted hours, being accurate in the information presented, and demonstrating a genuine interest in the student's problems. The effectiveness of an individual as an adviser will be evaluated in the same way as his effectiveness as a teacher.

3. Teaching-oriented Research - Research can be indentified by intensive and authoritative activity in some area of learning, or by creative work. Such activity is not considered complete, however, until the result is disseminated in some form, the most obvious of which is publication or presentation. The faculty member will be rewarded primarily for research which enriches his teaching and his students. One form of "publication" for teaching-oriented research is the integration of such research into the faculty member's classroom presentations and other academic activities.

4. Campus Citizenship - Members of the faculty are expected to serve on College and University committees, to aid in the work of their departments, to advise and counsel students when so assigned, to attend faculty meetings, and to participate in the formulation of University policies, which they are subsequently expected to support until changed through democratic means.

5. Community Service - Faculty members are encouraged to contribute to the civic, intellectual, esthetic or spiritual development of the greater community served by the University.

6. Length of Service - While no system of automatic promotions or salary increments is established hereby, valuable service over a period of years should be recognized and rewarded. Faculty members vary in value and should receive recognition quite independent of length of service, but anyone who is thought worthy of tenure has a right to expect some further advancement provided he maintains and improves the level of performance for which tenure was originally granted.

7. College Center of the Finger Lakes Participation - Participation in CCFL programs shall be evaluated as the equivalent of participation in programs at Alfred University. Specifically, the following principles apply:

   a. Retention of status as a faculty member of the home institution with service at the host institution counted at the home institution toward tenure and promotion.

b. Salary and fringe benefits paid by the home institution at the contracted rate.

c. Suitable subsistence and/or quarters provided by the host institution.

d. Travel expenses provided by the host institution.

e. Recognition given by the home institution for participating in inter-institutional cooperation.

C. Evaluation of Faculty

1. Each faculty member shall each October forward to the department chairman and Dean an annual report of activities for the preceding year. This report shall be used in an evaluation of services. In addition to this report, each chairman shall, through classroom visitations and other means, keep up-to-date on the capabilities of each member of the department. In addition, the chairman shall annually conduct a formal student evaluation of all department members (including himself), using a standard questionnaire approved by the University faculties. The chairman shall transmit the results of this questionnaire to the members of the appropriate Promotion and Tenure Committee, including the Dean, in advance of the Committee's meeting to consider personnel recommendations for the next year. Deans shall be responsible, through classroom visitations and other means, for keeping up-to-date on the teaching capabilities of department chairmen.

2. While proven teaching performance is the prime criterion for promotion and tenure, the other listed factors will have an influence on the recommendation made, especially at the higher ranks. Promotion through the various ranks signifies not continuing competence and contributions, but rather growing competence and contribution accompanied by growing recognition on and beyond the campus.

3. In accordance with criteria set forth in the Provisions of Faculty Appointment (Section III-B), the effectiveness of the tenured faculty member shall be evaluated every five years by the appropriate Promotion and Tenure Committee. If the faculty member's performance is found to be unsatisfactory when judged against these criteria, the Committee shall: (a) give the member a written statement of those areas in which the member must make significant improvement; (b) stipulate that the member's next academic year is a "warning year," after which the member shall be reevaluated. During this "warning year," the member shall not be entitled to promotion or salary increase. If the reevaluation is negative, the faculty member shall be given an opportunity to resign or (if appropriate) to take early retirement. Should the member not avail himself of either of these options, formal proceedings under academic due process, leading to penalties up to and including dismissal, shall be initiated. Such proceedings shall begin with Step #3 of Section VI-A of these Provisions. In the case of a tenured professor, the statement of charges referred to in Step #3 shall be prepared by the appropriate Promotion and Tenure Committee. Should the

Committee and the Dean disagree, the charges shall be prepared by the Dean.

4. The tenure review procedures shall be as follows:

a. Initial tenure review in spring.
b. Where appropriate, notification of warning year by summer.
c. Warning Year: Fall/Allenterm/Spring.
d. Second tenure review in late May (after final exams).
e. Formal proceedings where necessary after Commencement.
f. Decision in summer.
g. Following academic year: separation with terminal payment (where dismissal involved).

D. Qualifications for Academic Rank

Appointment or promotion to a given academic rank shall be wholly unrelated to sex, religious creed, or ethnic background.

1. Lecturer

This is a special appointment to meet part-time needs. A candidate for the position of Lecturer is normally expected to have at least the bachelor's degree.

2. Instructor

A candidate for the position of Instructor is normally expected to have the master's degree or its equivalent. Evidence of potentiality for good teaching should be in the person's background.

3. Assistant Professor

A candidate for the position of Assistant Professor should normally hold the highest degree in the field, or its equivalent in study or other recognized accomplishment. Ideally, competence to teach should have been demonstrated.

4. Associate Professor

A candidate for the position of Associate Professor should hold the highest degree in the field. Promotion to the rank of Associate Professor is not automatic. Appointment to this rank would weigh the following considerations:

a. Outstanding teaching performance
b. Demonstrated scholarship
c. Interest and active participation in department, College, or University affairs
d. Contribution to the development or welfare of the greater community served by the University.

5. Professor

A candidate for the position of Professor should meet the same requirements as an Associate Professor candidate, over a sufficient period of time to test consistency of and

growth in performance. In addition, clearly demonstrated leadership in at least one of the four areas specified should be evident.

E. Administrators with academic rank

1. The eligibility of administrators for academic rank shall normally be restricted to the President, Vice President for Academic Affairs, Academic Deans, Assistant Academic Deans, and Director of Herrick Memorial Library. Such rank shall initially be assigned only after consultation with the appropriate Dean and department chairman.

2. Because of their limited time for teaching, administrators with academic rank are not subject to annual review in their capacity as faculty members. However, administrators may receive tenure only after review by the appropriate Promotion and Tenure Committee. At the end of the normal six-year probationary period, the appropriate Promotion and Tenure Committee may determine that the administrator has done insufficient teaching to be evaluated for tenure as a faculty member. Under such circumstances, consideration of tenure may be delayed until the amount of teaching is judged sufficient by the Promotion and Tenure Committee.

3. The teaching of one course per year on the Alfred University campus or elsewhere, whether such course is taught in a regular semester, in Summer School, or in a minimester, shall normally be deemed sufficient for promotion or tenure evaluation at the end of the normal six-year probationary period. Also applicable to evaluation shall be such instances as those where the administrator is invited to give guest lectures in a course or is invited to teach or supervise a portion of a course.

4. Should a decision eventually be made to deny faculty tenure, the administrator shall relinquish his academic rank after a final terminal year appointment in rank.

5. Termination of academic rank for an administrator shall have no relation to his retention or release in his administrative capacity.

6. If for any reason an administrator with faculty tenure wishes to resume full-time teaching in his/her field of competence, the Dean of the college and the department chairman shall be consulted to assure that the assumption of full-time teaching responsibilities does not adversely affect the personnel structure or balance of the department.

7. Nothing in the foregoing shall be construed to contravene the University's Bylaws, which specify that the President, Vice President for Academic Affairs, and Academic Deans automatically hold faculty status by virtue of their offices.

IV LEAVES OF ABSENCE

A. Faculty members on tenure shall be eligible for a paid leave of one or two semesters. The deadline for leave application is

November 1. The faculty member participating in this program shall receive full salary for one semester or half salary for two semesters, and will be expected to return to the University for a period of not less than two years. Non-tenured faculty who are engaged in doctoral studies and have completed three years of continuous service to the University shall be eligible to apply for pre-doctoral leave support. Detailed policy statements on the University's leave programs are available from the appropriate Dean's office.

B. Under appropriate circumstances unpaid leaves of absence may be granted.

C. A faculty member's eligibility for leave shall not be construed as a guarantee that such leave will be granted. The granting of leaves depends on financial resources available and the number of faculty applying in a given year, and requires the recommendation of the department chairman and the Dean.

V TERMINATION OF APPOINTMENT FOR A FACULTY MEMBER NOT ON TENURE

A. Notification

The University recognizes that faculty members are entitled to reasonable and sufficient notice of non-reappointment (non-renewal of contract). The policy of the University shall be that a faculty member in his first year of service shall normally be notified in writing by March 1 (three months before the end of the contractual year) of the Dean's intention to recommend non-reappointment. During the second year of service, such notification shall be not later than December 15 (six months before the end of the contractual year). In the third and subsequent years, such notification shall be not later than September 15 (a full academic year in advance); where later notification occurs, a terminal (fourth or subsequent year) appointment shall be offered.

B. Procedures

1. If the Dean, after consultation with his Promotion and Tenure Committee, wishes not to reappoint a faculty member, he will inform the Vice President for Academic Affairs (who will inform the President) of his intention.

2. The Dean will then, in the presence of the department chairman, hand the faculty member a brief written notice of the Dean's intention to recommend non-reappointment. The Dean will also make an oral statement of his and/or the Promotion and Tenure Committee's judgment as to (a) published criteria which the member has failed to meet satisfactorily; (b) assigned duties which the member has performed unsatisfactorily; and/or (c) specified changes in University conditions that make the non-reappointment necessary (see "AAC Commentary on AAUP Non-Renewal Statement," p. 3). The Dean will not make any oral statement as to the evidence supporting such judgment. For example, the Dean can refer to the "effective teaching" criterion in the Provisions of Appointment and can state that, in his and/or the Committee's judgment, the faculty member has failed to measure up to

that standard. The Dean should not state (e.g.) that he has 14 negative reports from students, or 10 proven instances of the professor failing to meet his class. The Dean will avoid the humanitarian impulse to make alleviating statements of praise. The Dean will also avoid any informal ("off-the-record") talks with the faculty member. Step #2 will normally be completed by the appropriate "notification of non-reappointment" date specified in the Provisions of Faculty Appointment.

3. If the faculty member so requests, the Dean will supply a brief written transcript of his oral "judgment of unfulfilled criteria," with a copy to the department chairman or head. This transcript will indicate the position of the department chairman, Promotion and Tenure Committee, and Dean on such judgment. The faculty member shall be informed that such written transcript will become a part of his personnel file and may be used hereafter to respond to inquiries regarding the member's suitability for a position elsewhere. A faculty member is not required to make such request in order to take advantage of the procedures outlined by paragraphs 4, 5, and 6 below.

4. If the faculty member so requests, he will be given a hearing before the Promotion and Tenure Committee. At this hearing, the Committee and/or the Dean will: (1) reiterate the recommendation not to reappoint; (2) describe the nature of the evidence; (3) listen courteously to the member's reactions, objections to the intended recommendation not to reappoint, and any new evidence the member may care to present.

5. The Promotion and Tenure Committee (after discussion in executive session) will make a recommendation to the Dean, and will inform the chairman and the faculty member in writing. If the decision is to uphold the original non-reappointment, the Dean will then inform the faculty member, the chairman, and the Committee in writing of the member's right to appeal. The faculty member may appeal through appropriate administrative channels, or through the procedures outlined in paragraph #6 below.

6. The faculty member may request a review hearing by the Faculty Council of his college or school to review the adequacy of the consideration by the Promotion and Tenure Committee in arriving at its recommendation.

   The term adequate consideration refers essentially to procedural rather than substantive issues: Was the decision conscientiously arrived at? Was all available evidence bearing on the relevant performance of the candidate sought out and considered? Was there adequate deliberation by the department over the import of the evidence in the light of the relevant standards? Were irrelevant and improper standards excluded from consideration? Was the decision a bona fide exercise of professional academic judgment? These are the kinds of questions suggested by the

standard of "adequate consideration." (Excerpted from Summer 1971 AAUP Bulletin, p. 210.)

If, after reviewing the case, the Faculty Council concludes that the consideration was inadequate, it will return the matter to the Promotion and Tenure Committee for further review. If after reviewing the case the Council concludes that adequate consideration was given, the Council will so advise the Promotion and Tenure Committee. In either instance, written copies of the Council's report will be available to the faculty member and the appropriate administrative officers. In no instance will the substance of the Promotion and Tenure Committee's deliberations be transmitted to the Faculty Council. If a member of the Faculty Council is a member of the Promotion and Tenure Committee, he may not participate in the review hearing.

7. If the review committee upholds the adequacy of the Promotion and Tenure Committee's consideration (or if the Promotion and Tenure Committee, after further review continues to recommend non-reappointment regardless of the review committee's findings), then normally the Dean, subject to the approval of the Vice President for Academic Affairs and the President, will hand the faculty member a written confirmation of non-reappointment (in the chairman's presence) by the February 15 contract date. For a non-tenured faculty member in his third or subsequent year, such confirmation will normally take the form of a terminal appointment letter.

   If the Promotion and Tenure Committee changes its position and recommends reappointment, the final determination will be made by the President, considering the advice of the Dean, the Vice President for Academic Affairs, and the committee.

8. Nothing in the above is intended to preclude the Dean's right to disagree with his Promotion and Tenure Committee in giving notice of intention to non-reappoint. However, in such instances the faculty member is still entitled, on his request, to full due process as outlined above.

VI TERMINATION OF APPOINTMENT FOR CAUSE OF A FACULTY MEMBER ON TENURE OR WHOSE TERM APPOINTMENT HAS NOT EXPIRED

A. Procedures

1. When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers shall ordinarily discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the President, after conferring with the Dean's Council, may recommend dismissal to the appropriate Faculty Advisory Committee, elected by the faculty and charged with the function of rendering confidential advice in such situations. This Committee shall informally inquire into the situation to effect an adjustment if possible and if none is effected, to determine whether in its view formal proceedings to consider the faculty member's dismissal should be instituted. If the

appropriate Faculty Advisory Committee recommends that such proceedings should be begun, or if the President, even after considering a recommendation of the Committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action shall be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal shall then be jointly formulated by the President and the Faculty Committee. If there is disagreement, the President or his representative shall formulate the official statement of charges. Under such circumstances, the Faculty Committee shall formulate their own statement, indicating where and how they disagree with the official statement of charges; this latter statement, like the official statement of charges, shall become part of the record of the proceedings.

2. The membership of the Faculty Advisory Committees shall be as follows:

   a. for the College of Liberal Arts: the elected faculty members of the Promotion and Tenure Committee of that College and the senior member of the Promotion and Tenure Committee of the College of Ceramics. "Senior" is here defined as the faculty member with the longest period of service on the designated committee. Where necessary, rank and length of service at Alfred University (in that order) may be used as further means to ascertain seniority.

   b. for the College of Ceramics: the elected faculty members of the Promotion and Tenure Committee of that College and the senior member of the Promotion and Tenure Committee of the College of Liberal Arts.

   c. for the School of Nursing: the elected faculty members of the Promotion and Tenure Committee of that School and the senior faculty member of the Promotion and Tenure Committee of the College of Liberal Arts.

   d. for the School of Business Administration: the elected members of the Promotion and Tenure Committee of that School (includes a Liberal Arts representative).

   e. for Herrick Memorial Library: the elected members of the Promotion and Tenure Committee of Herrick Library, and the senior faculty member of the Promotion and Tenure Committee of the College of Liberal Arts.

3. The formal proceedings shall be commenced by a written communication addressed to the faculty member by the President of Alfred University, informing the faculty member of the statement formulated, and informing him that, if he so requests, a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by the appropriate Faculty Hearing Committee (see 4 below) at a specified time and place. In setting the date of the hearing, reasonable time shall be allowed the faculty member to prepare his defense. The faculty

member shall be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him. The faculty member shall reply in writing to the President whether he wishes a hearing and, if so, shall answer in writing the statements in the President's letter.

4. The membership of the Faculty Hearing Committee shall be as follows:

   a. for the College of Liberal Arts: the elected members of the Liberal Arts Faculty Council.

   b. for the College of Ceramics: the elected members of the Ceramics Faculty Council.

   c. for the School of Nursing: the elected members of the Liberal Arts Faculty Council, plus the elected Nursing representatives to the University Council.

   d. for the School of Business Administration: the elected members of the Business Administration Faculty Council.

   e. for the Herrick Memorial Library: the elected members of the Liberal Arts Faculty Council, plus the Director of Herrick Library.

5. Each Faculty Hearing Committee shall elect its own chairman. In no instance shall a person against whom charges have been brought sit in judgment on his own case. A member of the Faculty Hearing Committee shall remove himself from the Hearing Committee, either at the request of a party or at his own initiative, if he deems himself disqualified for bias or interest. In no case shall a faculty member sit on more than one of the several groups concerned with the case: Deans Council, appropriate Faculty Advisory Committee, Faculty Hearing Committee.

6. The most recently retired faculty members of the appropriate councils shall be the alternates for replacement in number 5 above, should the Committee Chairman decide that one or more replacements is necessary.

7. Suspension of the faculty member from teaching or other duties during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. The President shall confer privately with the appropriate Faculty Advisory Committee before taking any suspension action. Unless legal considerations forbid, any such suspension shall be with pay.

8. The Faculty Hearing Committee shall proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the Committee shall consider the case on the basis of the obtainable information; otherwise the hearing shall go forward with the faculty member present. The Committee, in consultation with the President and the faculty member, shall

exercise its judgment as to whether the hearing should be public or private. At the request of either party or the Hearing Committee, representatives of one or more responsible educational associations may be permitted to attend the proceedings as observers. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member shall be received.

9. The President shall have the option of attendance during the hearing. He may designate an appropriate representative or counsel to assist in developing the case; but the Committee shall determine the order of proof, shall normally conduct the questioning of witnesses, and if necessary, shall secure the presentation of evidence important to the case.

10. The faculty member shall have the option of assistance by counsel, whose functions shall be similar to those of the representative or counsel chosen by the President. The faculty member shall have the additional procedural rights set forth in the 1940 AAUP "Statement of Principles on Academic Freedom and Tenure" and shall have the aid of the appropriate Faculty Hearing Committee, when needed, in securing the attendance of witnesses. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions. The faculty member or his counsel and the representative or counsel designated by the President shall have the right, within reasonable limits, to confront and cross examine all witnesses who testify orally. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the Faculty Hearing Committee to withhold this right, or where the witnesses cannot appear, the identity of the witness, as well as his statements, shall nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. Even where counsel is present, the Hearing Committee Chairman is not obligated to follow formal rules of court procedure. The burden of proof that adequate cause exists rests with the University, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

11. The Faculty Hearing Committee shall reach its decision in conference on the basis of the hearing. Before doing so, it shall give opportunity to the faculty member or his counsel and to the representative or counsel designated by the President to argue orally before it. If written briefs would be helpful, the Faculty Hearing Committee may request them. The Faculty Hearing Committee may proceed to decision promptly without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of the transcript of the hearing if its decision would be aided thereby. The Committee shall make explicit findings with respect to each of the grounds of removal presented. Public statements concerning the Faculty Hearing Committee's decision may properly be withheld until consideration has been given to

the case by the Executive Committee of the Board of Trustees. The President and the faculty member shall be notified of the decision in writing and be given a copy of the record of the hearing.

12. The President shall transmit to the Executive Committee of the Board of Trustees the full report of the Faculty Hearing Committee, stating its action. Acceptance of the Faculty Hearing Committee's decision would normally be expected. If the faculty member requests that the decision be reviewed, or if the Executive Committee chooses to review the case, its review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the Faculty Hearing Committee shall either be sustained or the proceedings be returned to the Faculty Hearing Committee with objections specified. In such a case the Faculty Hearing Committee shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its decision and communicate it in the same manner as before. Only after study of the Faculty Hearing Committee's reconsideration shall the Executive Committee make a final decision overruling the Faculty Hearing Committee.

13. The Executive Committee of the Board of Trustees shall inform the faculty member in writing of the final decision on his case. If the decision is dismissal, the Executive Committee shall inform the faculty member of the effective date of dismissal and of matters concerning compensation. This date may not be earlier than the day on which the notification by the Executive Committee is written. The faculty member shall not be considered as dismissed during the various deliberations on his case.

14. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed. Announcement of the final decision shall be made by the Trustee Executive Committee chairman and shall include the statement of the Faculty Hearing Committee's original action, if this has not been made known previously.

15. Short of dismissal, the Faculty Hearing Committee may recommend such disciplinary actions as the following, listed in decreasing order of severity:

    a. suspension without pay for a specified or indefinite period
    b. reduction in salary and/or rank
    c. removal of tenure
    d. fine through payroll deduction
    e. censure
    f. warning

B. The phrase "for cause" shall be interpreted as covering the following:

1. Moral turpitude or other gross unfitness to associate with students.

2. Unsatisfactory performance in assigned responsibilities, and in those activities described in Section III-B of these Provisions. The term "unsatisfactory" shall not include the trivial or capricious.

3. Obstructive opposition to the functioning of the University, including persistent violation of University policies.

4. Violation of the principles of academic freedom as herein stated.

5. Conviction of a felony. However, the character or circumstances of the particular case, such as where the violation of a law for reasons of conscience or social concern is involved, may bear upon the question of the fitness of the faculty member and on cause for dismissal.

6. Gross neglect of duty.

C. All faculty members are entitled to protection against personal prejudice, unfounded rumors, and judgments based on inadequate evidence.

D. Termination of the appointment of a faculty member because of a University financial exigency shall take place only when financial necessity is demonstrably bona fide.

E. Terminal Salary Payment

If a faculty member is dismissed, he may receive a terminal salary payment in accordance with the schedule of notice to which he is entitled under Section V above - i.e., three months' salary from the effective date of dismissal for a faculty member dismissed in his first year; six months' salary for a member dismissed in his second year; and a full (academic) year's salary for a member in his third or subsequent year, or for a member on tenure. According to circumstances surrounding a given case, the Trustee Executive Committee may deviate from the foregoing policy in determining the sum (if any) to be paid. In cases of moral turpitude, the Executive Committee reserves the right to make no terminal payments following dismissal.

F. Termination Resulting from Financial Exigency

In the event that a program is discontinued or reduced by the University as the result of the Master Plan, fiscal emergency, or other appropriate reason, and in the event that a tenured faculty member does not qualify to teach in another academic department or division, such faculty member may be released with one year's notice. Every effort shall be made by the University to assist in the member's relocation. No faculty member shall be shifted to another discipline if such action

would adversely affect the personnel structure or balance of the department or division involved.

VII RETIREMENT

A. Each faculty member may participate in the University Retirement Plan and is encouraged to do so. Participation shall be compulsory as of the time a faculty member is given tenure status, except that College of Ceramics faculty may elect an alternate New York State plan.

At the time of tenure, faculty members in the College of Ceramics will comply with the provisions of the State Retirement System or the University Retirement Plan.

B. Tenure shall cease at the end of the fiscal year in which the faculty member reaches age 65, which is to be considered the normal retirement age.

C. A faculty member whose tenure has expired may be continued on annual appointment up to age 70 on the recommendation of the department chairman and the Dean.

D. Dependent on the availability of space and other University resources, such privileges as the following may be extended to retired personnel by the appropriate Dean: library facilities, office space, laboratory space, eligibility for research grants. A detailed policy statement on retirement privileges is available from the appropriate Dean's office.

E. The honorary status of "emeritus" is not automatic. It is bestowed on those retirees whom the Board of Trustees wishes to recognize for dedicated service. Emeritus professors continue to be members of the faculty but without vote.

VIII POLITICAL ACTIVITY

Alfred University subscribes to the following statement on political activity for its faculty.

A. The college or University faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he is able to do so consistently with his obligations as a teacher and scholar.

B. Many kinds of political activity (including but not restricted to holding part-time office in political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) will often require that the professor seek a leave of absence from his college or university.

C. In recognition of the legitimacy and social importance of political activity by professors, universities and colleges should provide institutional arrangements to permit it,

similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's workload or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

D. A faculty member seeking leave should recognize that he has a primary obligation to his institution and to his growth as an educator and scholar; he should be mindful of the problem which a leave of absence can create for his administration, his colleagues, and his students; and he should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his favor are made, such as a reduction of workload, he should expect them to be limited to a reasonable period.

E. A leave of absence incident to political activity should come under the institution's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing in advance of the leave.

IX PATENTS AND COPYRIGHTS

A. Faculty of Alfred University shall submit to the University disclosures of inventions which may be patentable. The equity (if any) that the University has in a patent will vary from one patent to another, in accord with the extent to which University equipment, laboratories, personnel, funding, and the like were involved in the development of the discovery. Such involvement shall not be judged by the inventor but by his peers on the University Patent Committee. Where the University is judged to have equity, neither the University nor the inventor shall receive less than 20 per cent of the available income. The University properly has no equity in patentable ideas which the inventor can demonstrate were conceived independently from Alfred University. A faculty member shall be encouraged to seek a patent when he believes that an invention may be patentable, regardless of whether the University has any equity therein.

This policy is implemented by Procedures which are available from the office of the Chairman of the University Patent Committee. Faculty shall follow these Procedures.

B. Generally University faculty, administrators, and staff shall retain all rights to copyright works produced by them. However, in cases where persons were employed or directed within the scope of their employment to produce works subject to copyright, the University shall have the right to publish such work without copyright or to copyright it in its own name, unless other contractual arrangements have been made in advance.

The copyright shall also be subject to contractual arrangements by the University for activity in the course of which the work was produced. Faculty and other University members shall not

allow the privilege of producing and retaining the right to their work to interfere with their University duties. In those cases where the faculty member or other person desires the use of University facilities, arrangements shall be made through the University in advance with respect to the assistance which may be appropriately given and the equity of the University in the finished work.

X DISABILITY POLICY

A. At the time of medically certified disability, the disabled faculty member shall be placed on indefinite sick leave.

B. Effective with the date of disability (and sick leave), the University shall make to the faculty member a single payment representing the difference between the sum to which the faculty member is entitled under his nine-month contract, and the sum that he has been paid up to the time of disability under the twelve month pay system.

C. During the first six months of sick leave, the University shall continue to issue a regular monthly paycheck to the disabled faculty member.

D. By the end of the first six months of sick leave, the faculty member, his next-of-kin, or the University on the member's behalf, shall apply to the insurance company for benefits under the University's Group Total Disability Benefits Insurance Plan. (Details of this Plan are included in the general description of University fringe benefits and are available from the appropriate Dean's office.)

E. In the rare instance where a faculty member is declared ineligible by the insurance company for benefits under the Disability Insurance Plan, the University shall, if requested, seek to aid the disabled faculty member in obtaining continuing financial support from public agencies.

F. The University shall terminate the sick leave and return the faculty member to active service beginning with the first full semester following medical certification that (a) the disability no longer exists, and (b) the faculty member is capable of resuming his full duties.

G. For disabled faculty members not on tenure, the sick leave period shall not count as part of the probationary period.

XI The foregoing Provisions adopted by the Board of Trustees supersede any existing Provisions of Appointment, and are subject to revision. Revisions are effective as of the date of adoption by the Board of Trustees (unless a later effective date is stipulated by the Board), and are thereupon applicable to all faculty, present and future. Decisions regarding the interpretation of these Provisions shall be the responsibility of the President. These Provisions shall not be construed as preventing the President from making exceptions in administrative emergencies.

Original Provisions of Tenure, Promotion, and Retirement adopted by Board of Trustees 10/15/57; amended by Board 6/6/59.
Original Provisions of Appointment, Reappointment, and Resignation approved by faculties 5/13/64; adopted by Trustee Executive Committee 10/2/64.
Revised Section on Dismissal (termination of appointment for cause) approved by University Faculty Council and Deans Council 2/70; adopted by Board of Trustees 3/20/70.
New composite Provisions of Appointment recommended by University Faculty Council-Deans Council to President 9/15/70. Further revisions by President, Fall 1970.
Section on Patents, Copyrights, and Royalties adopted by Trustee Executive Committee 9/18/70; revisions by President 3/28/71.

New Provisions of Appointment approved by faculties 3/18/71.
New Provisions of Appointment approved by Deans Council and President 4/29/71.
New Provisions of Appointment reviewed by University Attorney 5/11/71.
New Provisions of Appointment adopted by Board of Trustees 6/4/71.

New sections on advising and research approved by faculties 12/10/71; adopted by Board of Trustees 6/2/72 as part of Master Plan.
Revised section on patents approved by faculties 3/9/72; adopted by Board of Trustees 11/17/72.
New section on CCFL participation approved by faculties 5/11/72; adopted by Board of Trustees 11/17/72.
New or revised sections on extension of probationary period, tenure review, and termination from financial exigency reviewed by faculties 3/8/73; adopted by Board of Trustees 3/30/73. Effective 9/1/73.
New section on non-reappointment procedures approved by faculties 5/10/73; adopted (with corollary revision of section on non-reappointment notification) by Board of Trustees 6/1/73.

PROVISIONS OF APPOINTMENT FOR
DEPARTMENTAL CHAIRMEN AND DIVISION HEADS

Introduction

A department or division is the basic instructional administrative unit established by the University and is organized by its faculty for the purpose of carrying on instruction and research in a particular field or fields of knowledge. The faculty of a department includes all persons of the rank of instructor or above who are appointed or assigned to it.

The department as an entity may be assumed to have the fullest measure of autonomy consistent with the maintenance of College and University educational policy and academic administrative relations with other academic units in the University. The department chairman will set the tone and direction of the department and provide the academic leadership necessary to work toward excellence in his department.

Authority-Responsibility

Department chairmen at Alfred University are faculty members with all of the rights and privileges ordinarily accorded to a full faculty member. They have a nine-month period of obligation. The position of chairman of a department is an administrative appointment made by the Dean with the approval of the Vice President for Academic Affairs and the President. It is assumed that the Dean consults with the department on this appointment. The Vice President for Academic Affairs and the Dean of the College will consult with the other Deans and Directors on appointments and reappointments to a chairmanship level. These appointments are for a three-year period, renewable after reconsideration of the individual. Since these are administrative appointments they are liable to relief for cause and it is understood that department chairmen shall not have tenure in the position. The mandatory age for retirement from the chairmanship of a department at Alfred University shall be sixty-two years.

Department chairmen shall receive release time from teaching commensurate with the size and complexity of their department as approved by their Dean. Release time in excess of one-fourth for department chairmen and one-third for division heads shall require the approval of the Vice President for Academic Affairs. Generally, chairmen are expected to use the summer for their own personal study, research, and creative work, although they may also wish to teach as required.

The department chairman is responsible for his department during twelve months of the year. He shall have the authority to carry out his responsibility during this whole period, including necessary recruiting. He should consult his department and the Dean wherever appropriate. In his absence he shall designate a member of the department to act in his behalf. He may be absent during the summer for personal or professional reasons, but he should clearly designate a member to act as liaison. In the absence of any specified designee, the Dean will consult with members of the department present if possible and act.

One of the primary responsibilities of a department chairman is for his staff. Through classroom visitations and other means, such as student evaluation, each chairman will keep himself up-to-date on

the capabilities of each member of his department and

a. initiate recommendations for new appointments
b. initiate recommendations for reappointments
c. initiate recommendations for salary changes
d. initiate recommendations for terminations
e. initiate recommendations for tenure
f. initiate recommendations for leaves of absence
g. initiate recommendations for promotions
h. initiate recommendations for assistantships, fellowships, and scholarships
i. initiate recommendations on all other departmental personnel matters not specifically mentioned above.

Some additional representative, but not all inclusive, areas of authority-responsibility are listed below:

Initiate and/or consider proposals for changes in the curricula, including summer, Allenterm, and graduate programs, if any, and forward to the respective deans.

Create the proper intellectual environment for the best development of scholarship.

Strive constantly to improve the quality of teaching and research and encourage publications. Meet with individual faculty members on opportunity for, and support of, individual research or study.

Recommend to the respective deans teaching schedules and other programs, including graduate offerings, if any, for the most effective use of faculty resources.

Prepare budget requests and supervise the expenditure of funds allocated to the department.

Recommend the appointment of, and supervise the work of, non-academic department staff including recommending increments.

Recommend to the Dean and Registrar the use and assignment of allocated departmental space, facilities, equipment, and supplies, and maintain an inventory of the latter two. Cooperate with the department and the administration in planning physical facilities appropriate to the functions of the department.

Hold regular department meetings, as seems most appropriate within the organization of the department.

Organize the advising of majors in the department.

Be responsible for revision of copy for the catalog and other bulletins, including major and minor requirements, and consult other members of the department where necessary and desirable.

Work with the Directors of the Libraries to enrich the collections giving due attention to planned research and future growth of the department.

Be responsible for the execution of College and University policies and regulations. In the event that he disagrees on principle with certain policies or regulations, he may register his protest through appropriate channels. If after due administrative consideration the enunciated policy or regulation or decision remains in force, he must either support it conscientiously or resign his chairmanship.

Make recommendations through the Dean of the College for summer and off-campus programs, course offerings, and personnel to be employed. These recommendations to be subject to consideration and revision by the Dean of Graduate and Special Programs working in conjunction with the academic deans and Vice President for Academic Affairs, the latter of whom shall have final approval.

Be responsible for the discharge of other unspecified duties pertinent to his office.

Dated March 22, 1971
Approved by Deans Council, January 1971
Approved by President Summer 1971
Effective September 1971

Effective July 1, 1968, the annual work year for administration and staff will be identical with the University fiscal year -- namely, July 1 through June 30. Increments will take effect July. New positions will become effective July 1. The only exception to the foregoing will be new secretarial positions which will ordinarily take effect on September 1.

Faculty Salary Scale Effective September, 1971

	Minimum	Maximum
Instructor	$ 7,500	$11,000
Assistant Professor	9,000	14,000
Associate Professor	12,000	17,000
Professor	14,000	20,000

FRINGE BENEFITS

I MEDICAL PROGRAMS

A. Blue Cross and Blue Shield

The University provides group medical insurance and pays for the coverage of the individual. Family coverage is available.

B. Major Medical Insurance (with TIAA)

This is a voluntary contributory arrangement under which an individual is covered at a cost of $1.00 per month; the family coverage is $2.25. The University contribution, which is considerably in excess of these amounts, is calculated according to a somewhat complicated formula.

C. TIAA Group Total Disability Benefits Insurance

All full-time members of the faculty and administration are eligible to participate in this benefit program after one year of service. The full cost of the program will be paid by Alfred University.

The benefits will start after six months of disability. These benefits are as follows:

1. Monthly income Benefit - 60% of the first $1,500, employee's basic monthly salary and 40% of all monthly salary in excess of $1,500 but not to exceed $1,500 per month. Income benefits payable from Social Security and Workmen's Compensation to be included in the above 60% and 40%.

2. Monthly Waiver Benefit - payment of the TIAA-CREF annuity premiums on the employee's regular retirement annuity. (This includes both the employee's and the University's contribution toward the premiums.)

3. The above two benefits will automatically increase by 3% annually to help offset the effect of inflation.

D. In the case of extensive disability, when C. above is necessary, Alfred University provides full salary for the first six months of disability.

II RETIREMENT

For purposes of determining dates of retirement, the fiscal year will be used effective July 1, 1968. For example, if a faculty member or administrator reaches 65 in August, 1968, then 1968-69 would be his final year on tenured appointment.

A. Social Security

All Alfred University employees are covered by and participate in the Federal Old Age and Survivors Insurance Program (Social Security). This Federally administered program covers retirement, death, disability, and family income. The employee pays one-half the cost and the employer pays one-half. The base

changes only by Congressional action. For information on the benefits in full, consult the Social Security Administration, Corner North Barry and Delaware, Olean, New York.

B. TIAA and CREF

All members of the faculty and administration are eligible for immediate participation in the TIAA/CREF Retirement program on a voluntary basis. Participation in the program is mandatory after a faculty member has attained tenure and an administrator has completed five full years of service with Alfred University.

Employees contribute five percent of total salary. The University contributes five percent on the Social Security base, and twelve percent on additional annual salary.

While participation in CREF is optional, an individual may elect to allocate as much as seventy-five percent of his total retirement investment to this plan.

III LIFE INSURANCE (Equitable Life Assurance Society)

The University carries $6,000 of life insurance for all employees who have been in the service of the institution for a period of thirty days or longer, and additional coverage for spouse and dependent children.

An employee may elect to carry additional insurance equal to one and one-half times his salary rounded out to the next even thousand. When this option is exercised, the employee pays a premium of $0.66 per thousand per month. This amount constitutes appoximately one-half of the actual cost of the insurance; the additional cost (which varies under certain circumstances) is met by the University.

IV NEW YORK STATE PROGRAMS FOR FACULTY AND STAFF OF COLLEGE OF CERAMICS AT ALFRED UNIVERSITY

A. Social Security coverage

B. Choice of two retirement systems:

1. New York State Employees Retirement System (E.R.S.)
2. TIAA/CREF

1 provides disability retirement after 10 years service; 1 and 2 provide for death benefits; 1 provides vesting rights after 10 years service; and 2 provides for immediate vesting rights. All required contributions for these programs are funded by the State.

C. Choice of two health insurance programs:

1. Statewide (Blue Cross, Blue Shield, Major Medical)
2. GHI (Blue Cross, Group Health Insurance, Inc.)

D. Opportunity to purchase U.S. Savings Bonds by payroll deductions.

E. Terminal life insurance and health and accident insurance through membership in the New York State Civil Service Association.

September, 1971

V THE FACULTY LEAVE SCHOLARSHIP PROGRAM

A. The purpose of THE FACULTY LEAVE SCHOLARSHIP PROGRAM is that of strengthening the academic position of the University by furthering productive scholarship on the part of the faculties. Scholarship is here interpreted to mean not only original creative research leading to publication but also study conducive to the improvement of teaching. Projects proposed will be evaluated on the basis of their intrinsic merit and their value to the University.

B. All faculty members on tenure shall be eligible to apply for leaves under this program. Leaves may be granted for one or two semesters but for not more than one academic year. Normally, a person who has been on leave under this program shall not be eligible to apply for a second leave until after five additional years of service as a member of the Alfred University teaching staff.

C. Those participating in this program must agree to return to the University upon the termination of leaves and remain as members of the University staff for a period of two years. Should a faculty member on leave decide not to return to Alfred he shall be obligated to reimburse the University in full for all monies received from the University in support of his leave. Any faculty member who resigns after one year of service following the termination of his leave shall be obligated to reimburse the University for one-half of all monies received from the University in support of his leave.

D. Faculty members on leave under this program shall receive their annual base salary in full for one semester, or one-half of their salary for two semesters, subject to the following conditions: the University reserves the right to determine when leaves shall begin and when they shall end; if a faculty member on leave receives financial assistance from sources other than Alfred University, his combined income less project expenses shall not exceed his annual base salary; where combined income less project expenses does exceed the annual base salary, Alfred University's share shall be reduced by a proportionate amount.

E. Formal application for a leave under THE FACULTY LEAVE SCHOLARSHIP PROGRAM must be made not later than December first of the year preceding the academic year for which the leave is requested. The application shall be submitted to the appropriate academic dean who, after review and consultation with the departmental chairman and the Committee on Tenure and Promotion, shall make a report to the president. The president in turn, shall make a recommendation to the Executive Committee of the Board of Trustees which shall have responsibility for the final decision.

F. Wherever possible the courses of the faculty member on leave under THE FACULTY LEAVE SCHOLARSHIP PROGRAM shall either not be offered during the period of leave or shall be taught by other members of his department.

G. One or more leaves may be granted under this program each year at the discretion of the president.

Effective June 8, 1962

VI PRE-DOCTORAL SUPPORT PROGRAM

A. The purpose of this program of pre-doctoral support is that of strengthening the academic programs of the University by encouraging promising young teachers to complete doctoral studies.

B. All members of the faculties who are engaged in doctoral studies and have completed 3 years of continuous service to the University shall be eligible to apply for leaves and pre-doctoral support.

C. An application shall be made to the appropriate academic dean after approval by the departmental chairman. The dean, after a careful review of the application and a conference with the applicant, shall submit a report to the president. The president in turn shall make a recommendation to the Executive Committee of the Board of Trustees which shall have responsibility for the final decision.

D. Leaves under this program may be granted for one or two semesters but for not more than one academic year.

E. Financial support provided by the University shall not exceed one-half of the applicant's annual base salary. An applicant shall be encouraged to apply for a fellowship, an assistantship, or other form of support, with the understanding that Alfred University's financial contribution together with funds from outside sources shall not exceed his base annual salary. If the total of anticipated income is in excess of the applicant's base annual salary, it is understood that Alfred University's share will be reduced by a proportionate amount.

F. Alfred University's financial contribution to this program shall be considered, normally, as a salary advance. After a staff member has returned to his teaching position, such advance shall be forgiven at the rate of thirty-three and one-third per cent per annum. Should the staff member not return to the University at the end of his leave, or take a position elsewhere prior to the end of a three-year period after returning from his leave, the amount or unforgiven remainder of such salary advance shall become due and repayable to the University with interest at six per cent per annum at the rate of one-third each year for three years.

G. Wherever possible the courses of the faculty member on leave under this program shall either not be offered during the period of leave or shall be taught by other members of his department.

H. One or more leaves under THE PRE-DOCTORAL SUPPORT PROGRAM may be authorized each year at the discretion of the president.

I. Faculty members who do not require a leave for completion of doctoral requirements may apply for a non-interest bearing loan not to exceed $500 as assistance in completing research and preparing the dissertation. All loans will be repayable on the same terms as set forth in paragraph F above.

Effective June 8, 1962

VII TUITION REMISSION PLAN

The Alfred University Tuition Remission Plan has been established to provide educational privileges and opportunities for the spouses and dependent children of faculty, administrative personnel, and employees of the University. This plan shall be administered in accordance with the following regulations.

A. Tuition Remission, exclusive of miscellaneous and laboratory fees, shall be available to all regular full-time faculty, administrative personnel, and employees of the University, and to their spouses and dependent children, in the College of Liberal Arts, the College of Ceramics, the School of Nursing, the School of Business Administration and the Summer School. At the Graduate level, tuition remission applies only to full-time faculty and administrative personnel and their spouses.

B. Tuition concessions for full-time employees of the University (other than the faculties and administrative personnel), their spouses and dependent children, shall be available only after three full years of employment.

C. Tuition remissions shall apply only to courses and curricula which are an integrated part of the University program.

D. Eligibility for participation in the Tuition Remission Plan shall be determined on the basis of dependency.

E. A determination shall be made by University officers at the time a tuition remission is granted with respect to the period during which the remission shall be operative and other conditions.

F. Should the University employ the spouse of a student, that employee's spouse shall not be eligible to participate in the tuition remission plan.

G. Upon the death or retirement of a full-time faculty member, administrative person, or other employee, who at the time was eligible under the Tuition Remission policy, his spouse and dependent children will continue to be eligible for these benefits.

H. The courtesy of a 1/2 tuition remission in the College of Liberal Arts, School of Business Administration and School of Nursing, exclusive of miscellaneous and laboratory fees, shall continue to be available to the dependent children of full-

time faculty and administrative personnel of State University of New York Agricultural and Technical College at Alfred who were employed by the College as of October 15, 1957.

I. Decisions with respect to an interpretation of the provisions of this plan and with respect to special conditions not covered shall be made by the President of the University.

Effective September 1, 1970

VIII TUITION EXCHANGE PROGRAM

Since Alfred University is a participating member of the Tuition Exchange, it is possible for a limited number of our faculty and staff children to attend a number of colleges other than Alfred on an exchange basis.

The number of children which Alfred can "export" depends upon the number from other colleges which Alfred accepts under the program. In other words, it is necessary for us to accumulate "credits" which can then be used to provide opportunities for our own children.

The number of Alfred children who can be "exported" under the Tuition Exchange Program will probably always be smaller than the number seeking such opportunities and the matter of selection becomes a difficult problem. Awards must be made on the basis of such factors as the parent's length of service at Alfred, financial need, and the preparation of applicants for college work.

It should be noted that participation in the Tuition Exchange Program is dependent upon certification by the President and an acceptance for such participation by the receiving institution.

Effective February 11, 1966

IX MOVING EXPENSE POLICY

Alfred University's policy on sharing in the payment of moving expenses for new members of the faculty and administration is to pay as follows:

First $400	-	100% reimbursement by A.U.
Next $600	-	50% reimbursement by A.U.
Next $500	-	25% reimbursement by A.U.

The maximum reimbursement would be $825 on moving costs of $1500 or more. Moving expenses refer to the cost of moving household effects and do not include one's personal travel. Also, the moving expenses are not to include any storage charges.

Reimbursement for moving expenses is to be made to the individual after he has submitted a copy of the moving company's bill to support his reimbursement. We will not authorize moving companies to make charges directly to the University, nor will we accept C.O.D. deliveries.

Staff members of the Treasurer's Office and the Physical Plant Department should not be asked to have any responsibility for the receipt of shipments. If a new staff member is unable to be here when his shipment arrives, he will have to have a colleague in his department or another friend be responsible for receipt of the shipment, as the University cannot accept this responsibility.

The shipment of books is normally less expensive via Parcel Post or R.E.A. rather than through moving firms, and new staff members should be encouraged to use this means of shipment.

It is the policy of the University to pay for trailer rental when this means of moving is used in lieu of contracting with a commercial mover.

Also, the University will pay mileage when one is pulling a trailer for moving purposes rather than using the commercial mover. In these circumstances, the University will pay mileage at the rate of 10¢ per mile but meals and lodging will not be reimbursed. The mileage charge will be considered part of the moving expenses which, in turn, will be subject to the reimbursement policy of 100% of the first $400; 50% of the next $600; and 25% of the next $500.

Recommended by Cabinet, March, 1971

Approved by President, effective April 2, 1971

Amended August 11, 1971

COLLEGE OF CERAMICS

I RETIREMENT

All members of the faculty are required to join either the New York State Employee's Retirement System or the Teachers Insurance and Annuity Association - College Retirement Equities Fund. The details of operation of these systems are contained in booklets published by them. Should you have questions about retirement, consult the Personnel Office.

A brief, though by all means not comprehensive, description of each system is as follows:

A. Employees' Retirement System - All benefits in this system are contingent upon the completion of 10 years service. You may retire at age 55. If you retire with less than 20 years, you will receive a benefit equal to 1/60 of your three year final average salary for each year of service. If you retire with more than 20 years service you will receive a benefit equal to 1/50 of your three year final average salary per year of service. There are provisions for disability retirement and death benefits. Currently, there is no employee contribution allowed in this system.

B. TIAA-CREF - Benefits in this system accrue after the completion of 13 months of service. In this program, individual contracts providing retirement and death benefits for or on the behalf of electing employees are purchased from TIAA-CREF. Retirement is possible at any age and the retirement benefit is contingent upon the amount that has accumulated in your account. There is a death benefit but no special disability provision. (See section of this manual describing the TIAA Disability Insurance.) Currently no contributions to this program are required but the employee may contribute any amount he desires in addition to that contributed by the State of New York.

II HEALTH INSURANCE

All full time employees are eligible for the State Health Insurance Program; explanatory bulletins and applications are available in the Personnel Office. There are two options available. In each case the State pays 100% of the premiums for the employee and 75% for family coverage.

At the time of enrollment, four weeks advance coverage is deducted at once, which guarantees continuous coverage in the event of temporary or permanent separation from the payroll.

If an employee is temporarily off the payroll for more than four weeks, he must pay both his own and the State's share of the cost directly to the Plan on transmittal forms available in the Personnel Office. In this case, it is important that payments be made on time (i.e. every two weeks after the last payroll deduction), since coverage otherwise ends 28 days after the last deduction; it is the employee's responsibility to make these payments which will not be billed.

Employees having family coverage with dependents in college can continue coverage without additional charges for the student after the 19th birthday (when dependent coverage normally expires) and up to the 25th birthday. Information is available in the Personnel Office.

POLICIES AND PROCEDURES

I ALFRED UNIVERSITY PATENT POLICY

A. Faculty Action

When a faculty member believes that he has conceived a patentable invention, he shall prepare a disclosure of the discovery for transmittal to the Patent Committee of Alfred Univeristy. The inventor shall not use legal language in preparing the Disclosure but shall set forth in the language of his discipline a thorough description of the invention, complete with illustrations when appropriate. The inventor(s) shall sign and date each page of the Disclosure and all sketches and data sheets. To qualify as a legal document, the Disclosure must be signed and dated by at least two witnesses. Since priority of conception date is often the deciding factor in awarding a patent, it is most important that the invention be declared as early as possible with the earliest conception date verified by witnesses.

If the Patent Committee concludes that the University has equity in a patentable idea, the Committee may recommend such actions as the following to the Board of Governors of the Alfred University Research Foundation:

1. That the idea or invention be returned to the person or persons from whom it was received with the written opinion that it does not warrant patent action by the University. In this case the idea or invention becomes the property of the inventor.

2. That the idea or invention be transmitted to a patent attorney for the prompt pursuit of a patent at University expense.

3. That the idea or invention be transmitted promptly to the Research Corporation (New York City) under the provisions of the agreement between Alfred University and the Corporation.

If the Research Corporation decides against patent action, the Patent Committee may recommend to the Board of Governors of Alfred University Research Foundation such actions as:

1. That patent action be instituted by the University.

2. That an exploration of possible interest by another outside agency be made.

3. That the invention be returned to the inventor.

If the Patent Committee concludes that the University has no equity in the patentable idea, the Committee may recommend such actions as the following:

1. That the idea or invention be forwarded to the sponsoring agency as may be required under the terms of the agreement governing the research.

2. That the idea or invention be returned to the person or persons from whom it was received with written agreement

that the University has no equity in the patent, since University property, equipment, overhead, personnel, funding, etc. were not employed in its conception. In this case, the inventor(s) are granted full rights to pursue a patent independently of the University.

B. The Patent Committee

All matters involving patents shall be referred to the University Patent Committee. The Patent Committee consists of a Chairman appointed by the Alfred University Research Foundation and three members of the faculty or administration who shall be appointed by the Chairman to consider a particular disclosure. The appointed members shall be knowledgeable in the specific area of the patent disclosure. The Chairman shall consult with the inventor before appointing committee members.

All patent matters referred to the committee shall be considered promptly and decisions shall be rendered at the earliest possible time. The committee may consult with the inventor's departmental colleagues, with other members of the faculty, or with other appropriate persons. It is understood that no person or agency (Patent Committee, Research Corp., etc.) shall take steps in the evaluation of a patent disclosure that might imperil the patentability of the idea. The actions that may be taken by the committee are detailed in Section A above.

C. Compensation to the Inventor and to Alfred University

If a patent is obtained by Alfred University, the University, in recognition of the services of the inventor, shall make provision entitling the inventor and his heirs or legatees to a non-assignable share in any proceeds from the management and licensing of such patent subsequent to Alfred University's recovery of the costs incurred in obtaining the patent and in managing the patent in such matters as filing of foreign patent applications and litigation in the courts of record to defend the validity of the patent.

If a patent is obtained by the Research Corporation or other such organizations, the inventor and his heirs or legatees shall receive a non-assignable share in any proceeds from the management and licensing of such patent, this share to be drawn from Alfred University's portion of the income in accord with the University's agreement with the Research Corporation or other organizations.

The inventor's share of the income shall be recommended by the Patent Committee in accordance with the degree to which the University has equity in the patentable idea. However, in no instance shall the University or the inventor receive less than 20% of the available income. In the case of patentable ideas originating with College of Ceramics faculty or staff, the University's share of income shall be divided as follows: 40 per cent to the Ceramics Income Fund, 40% to the private sector of the University, and 20% to the Alfred University Research Foundation. All Patent Committee

recommendations are subject to final approval by the Board of Governors of the Alfred University Research Foundation.

D. The Agreement with the Research Corporation

Those interested in the details of the agreement between Alfred University and the Research Corporation (New York City) may obtain a copy of this agreement from the University Treasurer's Office. Essentially, this agreement provides that Alfred University may submit Disclosures to the Corporation for evaluation. If the Corporation decides that the invention merits pursuit of a patent it proceeds to do so at the expense of the Corporation. If a patent is obtained and produces income, the expenses incurred by the Corporation in pursuing the patent are covered by the Corporation's share of the income. Income is divided, in accord with the agreement, between the Research Corporation (42½%) and Alfred University (57½%), which recompenses the inventor. The cost of litigation in the courts is subtracted from income prior to division between the Corporation and the University. The Research Corporation uses funds obtained in this way, over and above expenses, to provide research grants to young University investigators who otherwise cannot obtain support of their research.

E. Interpretation

The interpretation of this document shall be the responsibility of the Chairman of the University Patent Committee or (on appeal from the inventor) the President.

Revised April 4, 1971

II POLICY ON CONSULTING

Consulting is a worthwhile undertaking which adds to the individual's experience, knowledge, and professional growth, enhances the prestige of the university, and may provide the consultant with additional income. It makes available to the larger community the special knowledge, experience, and intellectual competence of faculty members to the benefit of all concerned.

Moral and ethical considerations are inevitably present in this activity. Some problems are conflict of interest, interference with the performance of university duties, and improper use of university staff, equipment, materials and time.

The word "consulting" is understood to refer to services performed by a faculty member or administrator for an outside agency, which services are primarily of an advisory nature. If any significant use of university facilities is involved, the phrase "sponsored research" is preferred. If the faculty member or administrator plays a role in the outside agency which involves doing rather than advising, the phrase "part-time employment" is preferred.

It is the responsibility of the faculty member who contemplates any of these activities, to inform fully his department chairman and his dean. The administrator should inform fully his immediate superior.

In general, consulting either on campus or away of up to one day per week will be permitted, provided that this can be accomplished without interference with the university responsibilities of the consultant. Any deviation from this policy must have the approval of the appropriate department chairman and academic dean.

The consultant should take care to act as an individual and to make clear that he does not speak for Alfred University.

The consultant should examine all aspects of his proposed activity, so as to avoid those situations which might lead to charges of conflict of interest or unethical practice. It is generally not proper for faculty or administrators to serve as consultants on research grants or projects in the university, unless they were specifically identified as such in the grant proposal.

Any use of university facilities or technical staff shall be cleared in advance with the appropriate dean who shall determine the proper compensation for such use.

The essence of this policy is the requirement that full-time faculty and administrators make clear and complete disclosures to the appropriate department chairmen and deans of proposed professional activities which divert the time and energy of the proposer from the university to an outside agency during the teaching contract period.

Recommended by Deans Council sub-committee 4/15/71
Approved by Deans Council 4/26/71
Open Hearing, Deans Council 5/10/71
Approved by President effective September 1, 1971

III POLICY ON RESEARCH ON HUMANS

Alfred University will be vigilant to protect the rights and welfare of human subjects used in research investigations.

The local Committee to Insure the Rights of Human Subjects in Research will act as the resource group which will give advice, review and surveillance to the researcher with respect to his experimental design and procedures to insure the welfare of human subjects.

The individual researcher will petition the local committee for review and approval of his research design and proposed procedures. The committee will review the strategies to be employed in gathering data and securing "informed consent." If the researcher has insured the welfare of his human subjects and the committee is satisfied that he has secured "informed consent," approval will be given for that particular piece of research provided that the investigator agrees to consult with the committee if any changes are to be made.

If the committee is not convinced that the welfare of the human subject is adequately protected or that the risks of the proposed program are too great when weighed against its potential benefits, the committee will make suggestions for modification

of procedures and give approval only after the investigator has satisfied the committee's concern for the welfare of the human subjects to be utilized, including the risk involved in possible violations of the right of privacy.

Furthermore, the committee members will sample, at random, the human subjects used in the research and question them orally after the experimental session in order to be assured that the experimental procedures and debriefing conform to those agreed to by the investigator. The oral questioning of the subjects will take the form of assuring the committee that the welfare and the rights of the subjects are not violated.

Signed: Committee to Insure the Rights of Individuals in Research on Humans

Charles A. Gifford

Leonard I. Ruchelman

Lewis C. Butler

William C. Engram, Chairman

February 28, 1968

In keeping with the Committee's surveillance function, the researcher is requested to do the following:

Have all subjects sign the following statement immediately after the experimental session:

I, _____(subject's name) have been a voluntary subject in Dr. _____ research of 19___ and have been informed of the purpose of the research and of the deceptions employed in it.

Date: _____

File these signed statements with the chairman of the Committee every week during the data collection period.

Notify the Committee if any changes in your design are contemplated.

IV TRAVEL EXPENSE REIMBURSEMENT POLICY FOR PRIVATE SECTOR

A. General Statement

The intent of this travel policy is to establish principles by which administrators will be reimbursed for expenses incurred in travel on University business. In many circumstances all expenses will be reimbursed; however, faculty travel to meetings of learned and professional societies will be reimbursed based upon the All-University policy on faculty travel to professional meetings authorized by the President to be effective July 1, 1970.

B. Cash Advance for Travel

Money may be obtained from the Treasurer's Office as an advance for travel expenses. In such cases, to assure the availability of cash, a request must be made to the cashier in the Treasurer's Office at least five days in advance of departure. The cash can then be picked up during regular office hours (9:00-12:00; 1:00-3:30, Monday through Friday) prior to departure.

Such moneys advanced must be accounted for by filling out an expense voucher and presenting it at the Treasurer's Office not later than seven days after you have completed the trip or the intended purpose of the advance.

C. Travel Expense Report

To assure adequate reporting of expenses, records must show the purpose of the expenditure, the date the services were rendered and the amount paid. This is necessary not only for University reimbursement but also because individual taxpayers are responsible for being able to supply detailed accounting for reimbursed expenses. Otherwise, the reimbursement will be treated as income to the individual by IRS and therefore be subject to income tax. The required travel expense report form to be submitted for reimbursement may be obtained from the Treasurer's Office. This form must be completed in detail and signed by the Administrator seeking reimbursement and it must have the approval of his supervisor. Wherever practical, bills and receipts should be attached to support expenditures. The back of the form should be used to explain expenditures for entertainment and any other clarification needed. The form is designed so that expenses may be recorded on it directly as they occur and thus save transcribing other records at a later date to this form.

D. Air Travel

Air travel should be coach class whenever that class of service is available. Only when coach service is not available or in case of an emergency is first class service to be used without prior approval of the Vice President for Business and Finance. (The President will be an exception to this policy when he takes flights of more than one hour.)

On trips to points west consideration should be given to flights out of and into Buffalo. Staff might find flights at more convenient times and possibly shorten staff travel time. There is also a slight cost savings though this is only about $3.00 when considering the mileage difference between Alfred and the Buffalo or Rochester airports.

E. Automobile Travel

Administrators will be reimbursed for the use of their personal automobile when used for official University business at the rate of 10¢ per mile. The University cannot assume the responsibility of the individual in case of an accident. The 10¢ per mile is based upon the owner of the vehicle having adequate insurance coverage. Gas, oil, and all maintenance

and depreciation is included in the 10¢ per mile payment. Parking fees and tolls when necessary are reimbursed in addition to the mileage payment.

Actual beginning and ending mileage should be recorded to compute the miles driven. Exception will be allowed on trips to Rochester, Buffalo, Syracuse and Albany where if actual mileage is not recorded the following amounts will be paid:

Buffalo	$18.00
Rochester	$15.00
Syracuse	$27.00
Albany	$54.00

F. Railroad Travel

This form of travel is almost non-existent but can be used to advantage in a few places. The most notable would be on short trips such as on the Penn Central line between New York, Philadelphia, Baltimore, and Washington. Particularly on the Metroliners this method of travel is very comfortable and from downtown to downtown is as fast as air travel and considerably less expensive.

G. Lodging and Meals

Costs of lodging and meals vary greatly from location to location, thus arbitrary daily rates set by Alfred University are not feasible or desirable.

H. Auto Rentals

Rental Autos can be a great convenience and in some situations a necessity. However, it is also expensive even with the discount explained below so caution should be exercised when considering auto rentals.

Avis, Hertz, and National have a policy which provides a 20% discount on rentals to colleges and universities. Usually personnel can obtain this discount just by identifying themselves as representatives of a University though sometimes a clerk is not properly instructed and they may have some difficulty. In those cases the person should suggest to the clerk that he will go to the counter of a competitor since they will grant you the discount. This may prompt the clerk to grant the discount and if not, then go to a competitor.

In addition to the large national firms mentioned, there are numerous other firms, many of which advertise lower rates than those charged by Hertz or Avis. The Hilton Hotel chain now is in the car rental business and one Alfred University Administrator recently rented one of their cars and had good service as well as saved money.

In renting a car, inquire as to what is included in the price advertised. The standard practice is to include in the daily and mileage charge all gas, oil and other operating costs plus $100.00 deductible collision insurance. Some companies advertise a low rate but then charge for all gas and oil used.

There can also be a difference in a "drop off" charge where one wishes to rent a car in one city and leave it at another. Between certain points some companies will not charge extra for this service.

I. Travel by Spouse

Alfred University does not normally cover the travel expenses of the spouse when he or she accompanies the Administrator (except in the case of the President's wife when she accompanies him on University business). Under certain circumstances, the President may grant prior approval to an Administrator for the spouse to accompany him or her at Alfred University's expense. When the spouse or a dependent does accompany the Administrator but at the expense of the Administrator, Alfred University will reimburse the Administrator for his expenses as though he were traveling alone. For example, Alfred University will pay for a hotel room at the single rate and the Administrator will then pay the difference between the single and double rate. If air travel would be the means of transportation if the faculty member or Administrator were traveling without the spouse or dependents then he will be reimbursed for air travel even though he may use some other means of travel to accommodate his spouse or dependents. Also if the optional means of travel selected for personal reasons should require additional meals and lodging for the faculty member or Administrator, this additional expense shall not be reimbursed by the University.

J. Combined Business and Personal Travel

When an administrator desires to combine personal travel and/or time with a business trip, this may be done. The principle to be maintained is that the expenses reimbursed by Alfred University shall be the same as if the person made the trip for business only. In other words, any extra expense resulting from the extension of the time away from campus and the cost of a side trip for personal reasons is to be paid by the Administrator.

Authorized by President effective July 1, 1970

V TRAVEL EXPENSE, PRIVATE SECTOR, FOR FACULTY TO PROFESSIONAL MEETINGS

It is the policy of Alfred University to encourage the faculties to attend the meetings of learned and professional societies and to participate in the activities of such groups. Toward the accomplishment of this end the following policies will be followed:

A. College of Liberal Arts, School of Nursing, Professional Librarians and School of Business Administration

1. A faculty travel item will be included each year in the Dean's budget. Advances against this fund and requests for reimbursement from the fund must have the approval of the Dean.

2. All travel for which reimbursement is expected must be cleared in advance with the Dean. In honoring such proposals the Dean will make certain that cumulative allotments to a few individuals do not deplete available funds to the extent of curtailing the opportunities of others.

3. Reimbursement to faculty of travel expenses to professional meetings will be made on the following basis:

   a. Up to $100.00 reimbursement per meeting for faculty traveling to a meeting within a 500 mile radius of Alfred.

   b. Up to $150.00 reimbursement per meeting for faculty traveling to a meeting outside the 500 mile radius.

   c. Faculty actually participating in (rather than merely attending) a professional meeting may be reimbursed an additional $25.00 per day but not to exceed 3 days or $75.00 over the limit established in (a) and (b).

4. Requests for reimbursement must include an itemized statement of expenses. All travel expense reports must be submitted to the Treasurer's Office within one week after a faculty member has returned from a trip.

5. It is assumed that the least expensive form of travel (e.g., air coach) will be used. When personal cars are used, (see page 49) reimbursement is made at commonly accepted rates, with the understanding that payment to the car owner shall not exceed the cost of air coach travel for the distance involved.

Approved by Deans' Council - April 13, 1970

Authorized by President effective - July 1, 1970

VI COLLEGE OF CERAMICS TRAVEL POLICY

A. Funds are provided in the budget of the College of Ceramics for necessary travel by the Faculty. Since travel expenses are paid from the Divisional budgets, it is essential that the Head of the Division approve all travel within his Division in advance. In times of severe budget limitations, the Dean of the College may require that his permission be obtained for travel. Travel outside the northeastern United States (roughly west of the Mississippi or south of the Ohio River - Mason-Dixon line) requires the approval of the Dean at all times. Travel outside of the country, including Canada, also requires the Dean's approval. Faculty should use a Travel Authorization Request in making such requests.

   Travel advances may be obtained with two weeks advance notice from the Alfred University Treasurer's Office but require authorization by the Dean, Assistant Dean or the Director of Business Affairs. Travel expense reports should be submitted to the Business Office within one week following the completion of the trip. As a general policy, faculty members are permitted

to attend one major meeting per year of their professional society. It may be necessary at times to impose an expenditure ceiling for a given trip as, for example, when several faculty members wish to attend a given major meeting and funds are limited.

It should be emphasized that receipts for travel requests, hotel bills, etc. are essential if reimbursement is expected. A meeting registration badge is not a satisfactory receipt for proof that a registration fee was paid and a receipt bearing a signature should be obtained. A list of hotels and motels offering "state rates" is available in the College Business Office.

B. The following is a summary of Audit and Control rules and regulations regarding reimbursement of travel expenses. For a complete discussion of these regulations you are referred to the "Traveler's Guide for Preparation of Travel Accounts Payable from State Funds," December 1970 which is available in divisional offices or the Business Office.

1. Eligibility for Reimbursement of Travel Expenses

An employee is eligible when performing "official duties" outside his official station. Official station is the city in which his office is located. Expenses incurred in an official station are normally not allowed unless prior approval has been given by Audit and Control.

2. Use of State Transportation Requests

A State Transportation Request may be used to purchase tickets on common carriers where the cost is one dollar or more. In so doing, no cash payment is necessary. The original copy of the Transportation Request should be appropriately filled out and given to the ticket agent from whom service is purchased. The memo copy, filled out with the same information, should be retained by the traveler and submitted with his expense voucher. In using Transportation Requests it is necessary to make advance reservation as required by specific carriers. Plane travel will be at "other than first class." If not possible, the subsequent travel voucher should contain the statement "Only First Class Seats Available." The seat check must be attached to the subsequent travel voucher.

3. Cars

A State car is the most economical means of travel, especially for several persons traveling together. Personal cars may only be used when necessary to complete official assignments if State cars are not available or travel by common carrier will cause undue delay. Travel in a personally owned car will be reimbursed at a per mile rate based on AAA mileage charts. Tolls and "necessary parking charges" will be reimbursed if receipts are submitted. Mileage reimbursement may be reduced to "first class R.R. fare if in the State's interest." This means that if you drive your car between points where public transportation

is readily available at lower cost, you probably will be cut. Where personal cars are used, the following statement must appear on vouchers requesting mileage reimbursements: "State car was requested on (date) but was not available for this trip." In the College of Ceramics, State cars may be reserved at the Maintenance Office by filling out the appropriate section of the Travel Authorization Request Form.

4. Rent-A-Car

A rental car may be acquired if "in the State's interest." This means that suitable public transportation is not available for your schedule. A justification must appear on the subsequent travel voucher. There is some risk to incurring such expenses since judgment of the suitability of the justification is made by the Department of Audit and Control and advance approval cannot be obtained. A Transportation Request should be used to rent the car.

5. Meals and Lodging

Hotel lodging, three meals and incidental expenses will be reimbursed on the basis of a per diem allowance. Applicable rates are available in the Ceramics Business Office.

a. A special per diem will be allowed when lodging accommodations are taken in apartments, rooming houses, tourist homes and private residences, other than homes of members of traveler's family.

b. Original lodging receipts are required as evidence of overnight stay and must be submitted with expense vouchers.

c. When an individual is in travel status for less than a full day, and incurs no lodging charges, he will be reimbursed on the basis of a set rate per meal.

Meal expenses will be reimbursed when time of departure from home at beginning of trip necessarily occurs before the following hours: (If employee leaves from office, time of leaving office will govern.)

Breakfast	-	8:00 a.m.
Lunch	-	2:00 p.m.
Dinner	-	6:00 p.m.

Meal expenses will be reimbursed when time of return to home at the conclusion of a trip necessarily occurs after the following hours: (If employee returns to office, time of return to office will govern.)

Breakfast	-	8:00 a.m.
Lunch	-	2:00 p.m.
Dinner	-	7:00 p.m.

d. When an individual is in travel status overnight, but is not eligible for reimbursement for three meals, an appropriate amount will be reduced from his per diem allowance.

Examples:

1) An employee leaving home after 7:00 p.m. on Monday, and going to an assignment in the New York City area, and returning home before 7:00 p.m. on Tuesday would receive one day's per diem allowance less the rate for dinner.

2) An employee leaving home before 7:00 a.m. on Monday, and traveling to an upstate area, and returning home after 7:00 p.m. on Friday would be entitled to four days' per diem allowance plus allowance for three meals on Friday.

6. Use of State Lodging Requests

State lodging requests have heretofore been used to pay for overnight lodgings. These are gradually being phased out and when current supplies of lodging requests have been exhausted, new ones will not be issued. Because of this, in some instances, hotels and motels are now refusing to accept state lodging requests.

Should you use a state lodging request the original form is to be completed and given to the concern from which lodgings have been purchased. The duplicate copy, also completed, should be retained and submitted with the travel expense voucher. Remember that the charge for lodgings must be absorbed within the per diem allowance. Probably it will be increasingly necessary to pay cash for lodgings. In making reservations, therefore, it is advisable to be assured in advance as to whether "government" or "State rates" prevail at the place where you intend to stay and the amount of this rate. In this way you can determine in advance whether the lodging cost can be accommodated into your per diem allowance. If you are paying for lodgings by cash you should obtain a Tax Exemption Certificate from your Business Office and present it to the room clerk in order to avoid additional tax charges.

Avoid making a "guaranteed" reservation if there is a likelihood that it will not be used, since the University will then be presented with the bill.

7. Miscellaneous Expenses

Telephone and telegraph charges will be allowed if "in the State's interest." An explanation must be made on the subsequent travel voucher.

Up to $3.00 will be reimbursed for expenses incurred at the beginning (and/or end) of a trip for travel between a common carrier terminal and the traveler's home. The same is true in picking up or returning a State car. Receipts are not required for taxi, bus or limousine charges. Costly

taxi fares are likely to be cut, however. Parking fees, highway, and bridge tolls are reimburseable. However, unless receipts for such expenditures are submitted with travel expense vouchers, reimbursement will not be made.

VII PROFESSIONAL PUBLICATIONS

Copies of all professional publications should be sent to: the Dean of your college, the Chairman of your department, the Herrick Library, and the President of the University.

VIII GUNS ON A COLLEGE CAMPUS

Recently, the New York State Legislature in Albany passed a law which went into effect on September 1, 1969, restricting the possession of firearms on a college campus or in any college building. (N.Y. State, Penal Law 265.05, Subdiv. 10)

Mr. Everett Shults, Alfred University's attorney, advises that all University owned faculty housing is included within the meaning of this law.

Please be advised that any member of our faculty, administration, or supportive staff may receive written permission to possess firearms by applying at the office of the Provost.

If any laboratory experiments, either research or teaching, including R.O.T.C., involve the use of firearms, the office of the appropriate Dean should be notified in writing stating the time period when they will be in use on campus. The Dean will acknowledge the receipt of this information.

IX ANIMAL POLICY

A. Animals must be on a leash whenever they are on the University campus. Animals will not be permitted in University buildings.

B. For violation of the above regulation, the animal owner (whether student or University employee) will be subject to:

1. First Offense - letter of warning

2. Second and Subsequent Offenses - $25 fine or referral to civil authorities for each offense

C. Animals whose owners cannot be identified through tags or other means will be considered strays. Such strays will be delivered to the Town Dog Warden, Dr. Johannes, at his animal hospital in Almond, New York. Dr. Johannes will advertise over a five-day period in the official town of Alfred newspaper, The Wellsville Reporter, in an attempt to locate the true owner of all healthy dogs and cats. If the true owner is not located, Dr. Johannes will seek to find a responsible owner. Where this is not possible, strays will be destroyed in accordance with existing State Laws.

X ALCOHOL POLICY

Faculty or Administrative groups who wish to host events on campus at which alcoholic beverages will be served must make arrangements through the Manager of the Saxon Inn at the Campus Center.

XI JURY DUTY

When an Alfred University employee serves on a jury, the University will continue his regular salary or wages as though he worked his regularly scheduled hours. In return for the University's continuation of the employee's compensation, the employee agrees to remit to the University the remittance he receives from the county or appropriate court for his jury duty minus any reimbursement that is provided for, in that payment, travel and meals.

XII MEDICAL EXAMINATIONS

Effective 1972-73 all new employees will be required to have a medical examination within one month after taking up the appointment. At the time that a new employee signs up for fringe benefits in the Controller's Office, he can also sign up for an appointment with the University Physician. Any negative medical findings will be reported by the University Physician to the appropriate supervisor. Such negative findings could, if serious enough, jeopardize reappointment. This new program applies to faculty, administration and supportive staff. New appointees will have a copy of our form mailed to them with their contract. They may choose to have their Family Physician fill this out and return to:

Dr. John J. Vagell, Jr.
A.U. Health Center
Alfred University
Alfred, New York 14802

CLASSROOM POLICIES

I CLASS ATTENDANCE REGULATION

Regular class attendance is expected of all students. Each faculty member may establish his own regulations governing attendance of his classes.

II EXPULSION OF A STUDENT FROM CLASS

Statement directed to the Faculty from the President 9/6/57

The following recommendation concerning the procedure to be followed in the expulsion of a student from class has come from the "Index Committee." Will you please follow this whenever you are confronted with a problem requiring such action:

> "Expulsion of a student from class is a function of the appropriate administrative officer, normally the Dean of the College. If a student becomes a "problem," academic or otherwise, and in the judgment of the teacher, a persona-non-grata in class, the case must be referred to the Dean of the College. It may be so referred through the Chairman of the Department, who certainly should be informed of the nature and disposition of the case."

III REGULATIONS GOVERNING THE PROCTORING OF EXAMINATIONS

A. All aids, other than those specifically authorized, must be deposited at the front of the room.

B. The proctor will place students taking the same examination in alternate seats. Alternating should be by straight rows, with students seated one behind another. Where there are too few seats for this arrangement, it is desireable that different forms of the same examination be given or that arrangements be made to use more than one room. The Registrar will be pleased to help instructors locate suitable rooms for examinations.

C. The proctor will give his full attention to his duties and remember that the best proctoring is preventive. There should be at least one proctor to every 30 students. If additional proctoring help is needed, it may be arranged by the instructor concerned or by the academic dean.

D. If two or more proctors are assigned to a room, they must not converse in a manner that will disturb those taking the exams, nor should they stand together.

E. If he is certain that a student is cheating, the proctor may take up that student's paper.

F. Any instructor who believes that his relationship with his students is unfavorably affected by proctoring his own examination may request and obtain assignment of a proctor from his academic dean. It is understood that this procedure depends upon mutual exchange of services by instructors who wish to avail themselves of this opportunity.

G. It is expected that students will not be employed in the preparation or duplication of examinations and that faculty members will exercise the utmost care in the protection of an examination prior to its administration.

SERVICES

I OFFICE SUPPLIES

A. Private Sector

For office supplies, a Supply Requisition Form is to be filled out, approved and signed by the Department Chairman or Supervisor and submitted to the Office Services Office. At least two working days should be allowed for the request to be processed and the individual (or department secretary) must pick up the supplies from the Office Services Office. If any supplies are needed which do not appear on the requisition form, consult the Business Manager.

B. College of Ceramics

These office supplies are available in the Stockroom. This same outlet also sells specialized art supplies not available in the village.

II PURCHASING

A. Private Sector

When a faculty or staff member wishes to have the University purchase any equipment or materials (e.g. lab equipment) it must be done by Purchase Order which is approved and signed by the appropriate Department Chairman or Supervisor and sent out by the Business Manager's Office.

1. Type all information on the Purchase Order.
2. Detach the last copy of the Purchase Order which is marked "Departmental Copy" and retain for your office file.
3. Send the remaining three copies to the Business Manager for his approval. Bear in mind that, once it is signed by the Department Head, your account will be encumbered for the cost of the particular item or items.
4. You will be notified by the Director of Physical Plant when your particular item arrives.
5. Should there be any discrepancy in what you order and what has arrived, you should consult the Business Manager without delay.
6. When the invoice arrives from the vendor, you will be contacted before the University pays for the item. If everything is in order, a check will be processed automatically for payment.
7. You should contact the Business Manager if you are in doubt as to whether or not a Purchase Order is needed, or if you have other questions directly related to the Purchase Order, vendor, etc.

B. College of Ceramics

Follow the following steps in procuring supplies and equipment needed:

1. Obtain as accurate information as possible about the item needed, i.e. source, part number, size, color, model, etc. Estimate cost or give exact cost, if known.

2. Obtain department head approval to charge against the departmental budget.

3. Send the request to the Business Office for ordering.

4. All deliveries will be received and checked in the Receiving Section. The material will then be delivered to your department. No delivery should be accepted from any carrier or salesman without notifying the Receiving Section or Purchasing Office. Materials, equipment, etc., should be inspected immediately to determine:

   a. Correct quantity
   b. Condition of material
   c. Correct specification as per order

   In the event that goods are not satisfactory, the shipment is to be returned to the vendor by the Receiving Section. Please also notify the Purchasing Agent.

5. No purchases whatsoever are to be made without the knowledge of the Purchasing Agent. This includes things such as reprints of technical papers as well as routine equipment repair (unless on contract).

6. A few State of New York purchasing rules must be complied with in order to expedite purchases.

   a. If applicable, supplies must be purchased from an existing State contract, Prison Industries or Industries for the Blind.
   b. If order is between $300 to $500, suggest three suppliers if you know of them.
   c. If order exceeds $500, it will probably take longer, as State approval is required. In this case, please supply complete specifications and the names and addresses of at least five potential vendors to whom bids can be sent. This will expedite processing significantly in Albany.

      Note: When there is only one possible supplier, it will be necessary for you to write a sole source justification.

   d. Any time you need help in finding possible suppliers, catalog descriptions, estimated prices or other similar information, please feel free to check with the Purchasing Agent who has many catalogs, a Thomas Register, contract information and a willingness to help out.

III ORDERING TEXTBOOKS

There are two bookstores in Alfred which handle textbooks; the College Bookstore (Crandall's) on North Main Street and the Box of Books on West University.

A. College Bookstore

The order for textbooks should be turned in at least one month before classes for that semester begin. The special order form should be used which is available from the store. The information required is: course number, instructor's name, number of books estimated to be required, complete title of book, author, edition; and publishing company, also whether books are in hard cover or paperback. Any additional expenses incurred due to late orders will be charged to the University.

B. Box of Books

This store is run by Miss Hazel Humphreys. A special order form is again to be used which is available from the store. The same requirements apply here as apply for the College Bookstore. Miss Humphreys requests in addition, however, that instructors inform their students as soon as possible, and in detail, the author, title, edition, etc. of the books they will be required to buy and the store from which they may be obtained.

IV UNIVERSITY ACTIVITIES CALENDAR

The Director of the Campus Center maintains an Activities Calendar at the Campus Center which lists all the activities of the faculty and students; when they are to be held and where. The director should be informed at least one month in advance if a faculty member wishes to schedule some activity such as a meeting, a lecture, a slide or movie showing, etc. The special form to be filled out should be obtained from the Campus Center desk. Available for such activities are: Campus Center, Myers Hall (Room 34), Physics Hall (Room 14), Howell Hall, and South Hall (Room 6). No smoking is permitted in Myers Hall, and South Hall. Refreshments such as coffee, tea, donuts and such can be arranged for through the Campus Center. Movie and slide projectors are also available from the Campus Center.

V PHONE CALLS

No personal long distance phone calls should be made from University telephones. If it is absolutely necessary that such a call be made from a University telephone, the caller should instruct the operator to charge the call to the caller's home telephone and not under any circumstances to the University.

VI UNIVERSITY BUILDINGS

Buildings are open from 7:00 a.m. to 11:00 p.m. Monday through Friday. All faculty and staff members should have keys to the buildings with which they are concerned.

College of Ceramics buildings are open from 7:00 a.m. until 12:00 midnight for general use. Graduate students are permitted to use the facilities between midnight and 7:00 a.m. but undergraduate students must obtain permission from the Dean of the College to use the facilities during these hours. Keys to the buildings, your office or a laboratory or studio are available in the

Maintenance Office. The issuance of keys to students is controlled by a key authorization card which must be signed by the student's immediate supervisor and the Dean.

Emergencies - Should any problems arise during normal University hours, first consult the building custodian. If this proves impossible or unsatisfactory, call the Director of Physical Plant (871-2154). In case of an emergency out of University hours, call the Heating Plant (871-2157).

VII PARKING

Cars should be parked in the parking lot assigned to the particular building involved. Faculty and staff members will be informed as to which this is at the time they pick up their parking stickers from the Physical Plant Office. Please park in the proper parking lot!

VIII INTRA-CAMPUS MAIL SERVICE

If a faculty or staff member wishes to send notes, letters, memos, etc. to other members of the University faculty and/or administration, he should use the Campus Inter-Office Mail Service. This service operates Monday through Friday. Mail is picked up and delivered at least once a day. In each building on campus one person has been designated to receive the Campus Mail, but it is the individual's responsibility to deliver his outgoing mail to and pick up his incoming mail from that person.

College of Ceramics outgoing mail should be delivered to the Mailroom prior to 4:00 p.m. each day in order to get to the Post Office in time to be mailed.

IX UNIVERSITY PRINTING SERVICES

There are several places on campus where materials can be printed, mimeographed, xeroxed, etc.

A. Campus Center

The Campus Center has facilities for printing posters. A special form has to be filled out which can be obtained either at the Campus Center desk or from the Director of Student Activities, whose office is in the Campus Center. The only stipulation is that the request for posters be turned in two weeks before they are wanted.

B. Herrick Library

The Library has a xerox machine which may be used for having library materials copied.

C. Office Services Office (Greene Hall)

This office has both a mimeograph and xerox service. These services may be used at any time during regular University business hours.

Mimeograph service should be utilized for large amounts of copies (100 or more). Stencils should be typed by departmental secretaries or can be done by Office Services Staff for a nominal fee.

Material to be xeroxed should be typed or very legibly written. (Books can be copied).

Please allow 48 hours or so for work to be done.

Other services available are: addressographing, autotyping, and metering postage.

ALFRED UNIVERSITY

RE: OFFICE SERVICES: Addressographing, Mimeographing, Xeroxing, etc.

DATE: September 27, 1971
TO: Business Faculty (Faculties, Administration, etc.)
FROM: Office Services, Room #3, Greene Hall

Because of the large number of job requests, we are asking your cooperation.

When you come to us for assistance, we will provide you with a written request form (see sample). This will expedite our services to you.

SAMPLE

JOB REQUEST FOR OFFICE SERVICES

DATE REQUEST SUBMITTED: _____

DATE NEEDED: _____

COPY: _____

_____

JOB DESCRIPTION: ADDRESSOGRAPH MIMEO XEROX ETC. _____

MATERIAL FURNISHED: _____

MATERIAL NEEDED: _____

****

ACKNOWLEDGEMENT FROM OFFICE SERVICES ON JOB REQUESTS.

DATE REQUESTED: _____

DATE ALLOCATED: _____

SIGNED _____

D. Ceramics College

The Ceramics College does have a xerox machine but it is not to be used by other faculties of the University. They do, however, have other services available to the general faculty. See College of Ceramics Supporting Services.

X UNIVERSITY VEHICLES

Requests for use of University-owned cars, busses, or trucks may be made by faculty members of the private sector to the Office of the Director of Physical Plant.

A. General Information

1. The Motor Pool Department provides automobiles for transportation for university business for members of the faculty, staff and students.

2. The automobiles are maintained by the Physical Plant Department and all reservations will be handled by that office. In order to assure that a vehicle will be available for your use make reservations well in advance.

3. If you decide not to use the vehicle please cancel as soon as possible as we generally have a waiting list. A $5.00 charge will be levied against the department for failure to cancel a reservation.

B. Procedure for Reservation

1. Call the Physical Plant Office (ext. 2154) between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, or stop by the office.

2. Give the clerk information as to the destination, length of of use, department and name of the person using the vehicle.

3. Pick up keys, mileage form, and credit card for gasoline prior to leaving.

C. Procedure for Return of Vehicle

1. After completion of trip return vehicle to the Physical Plant Building and lock.

2. Return keys, completed mileage form, gasoline credit cards, and any receipts promptly to the Physical Plant Office. If returning after hours, place all forms and keys in slot of door.

3. Please note any problems with vehicle that should be corrected.

4. Insurance forms, vehicle registration and what to do in case of an accident are located in the glove compartment. Report all accidents promptly when returning vehicle.

5. Any damage costs as a result of an accident that has been determined to be the fault of the driver will be charged to the department using the vehicle. Actual cost of the repairs or the minimum deductible will determine the amount to be charged.

6. Always use seat belts and shoulder harness while driving. All passengers should be encouraged to do likewise. Newer vehicles require that all passengers' seat belts be fastened before the buzzer will be silenced.

7. Any suggestions to improve service will be welcomed.

D. Cars

Departments using Motor Pool passenger cars will be charged the standard rate (10 cents per mile) established by the Motor Pool. Normally reimbursement will be made for the use of private automobiles only when a University car has been requested but none has been available. When personal cars are used, reimbursement is made at the same rate.

E. Busses

The University busses transport students to athletic practices and other events on Jericho Hill fields. They also may be used to take students to events of instructional or cultural interest in the area. Administrative offices and academic departments using the vehicles will be required to pay the following rates:

Local trips (within the village and to Jericho Hill fields) -- $5/hour

Out-of-town trips -- 40 cents per mile

F. Trucks

University trucks are available to individuals only on a cost-plus basis, to include driver and vehicles.

XI HOUSING

Alfred University owns forty-four units of housing consisting of houses and apartments for the use of faculty and administrative staff members. Three different University offices assist new faculty with various aspects of housing.

1. Placement of Faculty - Faculty Housing Office
Business Manager, Carnegie Hall
Telephone: 871-2131

2. Maintenance and keys - Director of Physical Plant
Physical Plant
Telephone: 871-2154

3. Rental - Business & Finance Office
Carnegie Hall
Telephone: 871-2127

New faculty may rent any available unit of housing up to, but not exceeding five years.

A listing of rental properties, as well as for sale properties, will be furnished to any interested faculty or administrative staff member upon request to the Faculty Housing Office.

CERAMICS COLLEGE DATA

I THE BUDGET PROCESS

Preparation of the College's State Budget Request for a particular fiscal year (April 1 to March 31) begins in late February or March a year in advance of the time when the Legislature will take final action on the Budget Bill.

Department and Division Heads present their requests at hearings with the Dean and the Faculty Budget Committee* in the spring in order to formulate the preliminary request for funding for the fiscal period one year hence. The Faculty Budget Committee recommends priorities to the Dean who, with the assistance of the Business Office staff, formulates the basic request. After the request has been cleared through the Vice President for Business & Finance and approved by the President, the Business Office staff physically prepares the preliminary request and submits it to State University Central Administration. Campus officials normally defend the preliminary request at a hearing with State University Budget Officers sometime in June.

The request then may be adjusted based on recommendations evolving from the hearing, administrative decisions and the need for adjustments in the "base" which may have developed since the process was begun.

The final request is prepared throughout the summer months and is submitted to State University Budget offices in late summer. Any necessary final adjustments are made at this time and State University then transmits its total request to the Division of the Budget in the fall. It then becomes part of the "Executive Budget" submitted to the Legislature by the Governor usually in late January for passage by April 1.

The College also maintains an "Income Fund" Budget which has been in the range of approximately one-fifth the amount of the State Budget. The steps in the preparation cycle are the same as those for the State Budget except that because this budget is administered by Alfred University not as much lead time is required.

II MAINTENANCE

If repairs or modifications are necessary in the area under your supervision please submit a Maintenance Request form to the Maintenance Section. Most plumbing, electrical and carpentry work is within the capabilities of this section.

* Faculty Council at present 75

III SECRETARIES

Secretaries are assigned to the various administrative offices of the college and to the faculties of the divisions. The Engineering and Science faculty has two secretaries as well as a secretary to the Division Head. The Art and Design faculty has two secretaries, one for faculty work and one for the Division Head. Quite often the secretary to the Division Head can also do work for faculty and they should be consulted on other alternatives when the work load is high. It is also possible for the Secretary to the Director of Research, the Director of Supporting Services and the Assistant Dean to do work for faculty when the formal faculty secretaries are extremely busy.

IV SECURITY

All buildings are patrolled hourly Monday through Thursday between the hours of 10:00 p.m. and 6:00 a.m. Friday through Sunday, the buildings are patrolled between the hours of 4:00 p.m. and 8:00 a.m. An attempt is made to have a janitor on duty in buildings which are utilized by students during the hours not covered above. These personnel are charged with the maintenance of order and the protection of property and are not a disciplinary organization. They will be happy to assist you in any way they can.

V SUPPORTING SERVICES GROUP

The Supporting Services Group exists for the purpose of serving the educational and research program of the college. It is composed of three shops and the Kiln Room. Those wishing to use the services of these facilities deal directly with their managers. Complaints or other such problems can be taken to the Director of Supporting Services in the Research Building.

A. The Instrument Shop

The Instrument Shop is quite well equipped to handle most of the equipment building - metal working jobs that it is asked to perform. Established in 1948 it has grown from a one man, one lathe, operation to a four man shop. It occupies the entire basement of the Research Building behind Binns-Merrill. The Manager of the shop is authorized to reject jobs where the drawings and/or description of the work to be done appear to be inadequate. Priorities are normally assigned by the Manager but when too many high priorities are demanded the Director of Supporting Services assists in assigning them. Faculty and staff should deliver their drawings directly to the Manager to assure that he is aware that their job is in the shop. Students should obtain the permission of their supervising professor before submitting work to the shop. When funds are available from grants or research contracts, the project will be billed for the material and labor.

B. Audio Visual Aids and Print Shop

This is a two-man shop located in the Engineering Building (I-Bldg.) and it has extensive facilities for printing (off-

set) and the production of a wide variety of audio-visual aids. Projection slides of all varieties are produced in black and white or color. The shop takes photographs for these and other publications and can produce prints up to 8-1/2 x 11". Originals can be enlarged or reduced for use on the overhead projectors.

Printing is accomplished by the use of two off-set processes which can take a variety of paper sizes ranging from IBM cards to 11 by 17 inches. Stapling capability is to 3/4 inch and cloth or glue infrared binding is available for books up to four inches thick. Photos may be dry mounted and laminating facilities are available. Since 1971, facilities have been available for preparing tape-projector presentations using both cassette and reel type recording.

C. Electronics Shop

The Electronics Shop is located in the Research Building behind Binns-Merrill Hall and is equipped to deal with most problems involving electronic equipment. Special equipment for research or instruction is designed and built by the shop. A principal function of the facility is to keep the electronic equipment of the college in good repair. Repairs can also be made to such specialized equipment as temperature recorders and controllers and the x-ray equipment, although, in some cases, the service of a company trained repairman may be required.

D. Kiln Room

The Supervisor of the Kiln Room in Binns-Merrill Hall oversees all activity in that facility except the art glass blowing operation. He is responsible for the operation and repair of all kilns and orders and stores material such as kiln furniture and other refractories. He assists the personnel in the other laboratories of the college in matters involving furnaces, thermocouples and temperature measuring and recording equipment.

SPECIAL PROGRAMS

I SUMMER SESSION

Alfred University has a 9-week summer session which is broken into two periods:

Intersession - the three weeks immediately following commencement
Regular Session - the six weeks following the Intersession

The faculty are requested to submit during the fall semester the course that they would like to teach the following summer. This schedule is set so that a catalog can be prepared and the publicity secured. Faculty are encouraged to devise special programs which can receive state or federal support. These are arranged with the Director of Summer Sessions and with the Director of Development.

II ALFRED UNIVERSITY RESEARCH FOUNDATION

The Board of Trustees established the Alfred University Research Foundation in 1945 with its stated objectives being "to promote education and industrial progress by training and developing persons for the conduct of investigations and research: by acquiring and disseminating knowledge of scientific and technical character; by fostering and encouraging education and learning in the fundamental and applied phases of the sciences; and by doing cooperative research."

Although its original objectives were broad and have never been completely realized, the Foundation has supported through the years scholarly research done by the Alfred University Faculties.

This support takes the form of summer research grants, three each summer, for assistance in writing, publication, equipment, travel or clerical help.

All applications for grants are reviewed by the Board of Directors of the Foundation.

Income for operation of the Foundation is derived from the overhead charged on research contracts (50-80% of salaries).

LIBRARIES

I HERRICK MEMORIAL LIBRARY

Herrick Memorial Library is the gift of Margaret Brown Herrick in memory of her husband, John Pierce Herrick, a long-time friend and Trustee of the University.

A. Essential Information

"Vital" Statistics:
- 132,000+ volumes as of May, 1973
- 1,400 current subscriptions to journals
- 21 newspapers
- 550 serials

LIBRARY HOURS	A.M.	P.M.
Monday through Thursday	8:00 -- 11:00	
Friday	8:00 -- 10:00	
Saturday	9:00 -- 10:00	
Sunday	-- --	1:00 -- 11:00

PERIODICAL ROOM HOURS ARE POSTED AT MAIN DESK

LIBRARY HOURS DURING VACATIONS, INTERSESSION AND SUMMER SESSIONS ARE POSTED

ARRANGEMENT

MAIN FLOOR: Lobby, Reference Room, Browsing Room, Reading Room, Offices.

SECOND FLOOR: Stack Room and Reading Area, Faculty Room, Children's Room, Lavatories.

GROUND FLOOR: Periodical Desk, Periodical and Newspaper Collection, Periodical Indexes, Microfilm Readers, V File (Pamphlet Case), Reading Area, Lavatories.

Herrick Library is changing its 132,000+ book collection from Dewey Decimal Classification to the Library of Congress Classification system. YOUR PATIENCE IS NEEDED! To find the location of books it will be necessary for all patrons to use the card catalog, copy the class number from the upper left-hand corner of the catalog card accurately, and to read the labels at the end of the book stacks.

All new acquisitions are to be classified by the LC (Library of Congress) Classification system.

Temporarily, books with LC numbers will be shelved on the second floor.

READ AND OBSERVE THE LABELS AT THE END OF THE STACKS - such information is to help you locate the book you need.

B. How To Get The Book You Want

Open Shelf Books:

1. All books are listed in the Card Catalog at the right as you approach the Main Desk. The Card Catalog is divided. The sections nearest the Main Desk are arranged alphabetically by AUTHOR and TITLE and the sections by the door are arranged alphabetically by SUBJECT. Copy down the entire CALL NUMBER which appears in the upper left-hand corner of the catalog card, and which shows the location of the book on the shelves. Books located in the Ceramic Library are stamped "Ceramic Library."

2. Go to the stacks to find the book which is shelved according to call number.

3. Where is the book if it is not in its proper place on the shelves?

   a. If it is a REFERENCE book (lettered Ref.) it is shelved in the Reference Room, and can be used only in that room.

   b. If it is a Reserve book, it is obtainable at the Main Desk.

   c. It may be in circulation. You may check on this possibility with the assistants at the Main Desk.

Faculty Loans

Faculty and Administrative staff may borrow library materials for the duration of the current academic year. All materials must be returned to the library on or before the Saturday preceding Commencement each year.

The foregoing is necessary in order to take a proper inventory, and more importantly so that library patrons may have rightful access to the materials concerned during the summer months. The library reserves the right to recall materials that have been requested by other patrons after three weeks.

The families of faculty and administrative staff, as well as all other college employees, must observe the normal borrowing regulations.

Reserve Books

To place a book on RESERVE: Send list to Circulation Assistant or Readers' Services Librarian well in advance of assignment. Telephone requests are NOT encouraged. Books and other library materials can be placed on

CLOSED RESERVE - for use in library ONLY except for overnight use. Some books placed on closed reserve are marked permanent reserve and cannot leave library at any time.

SPECIAL RESERVE - special reserve books are sometimes placed at the Main Desk. Such books may circulate for a period of 3 days.

Personal copies may be placed on Closed or Special Reserve.

A faculty member may charge out a book indefinitely from the reserve shelves IF the book has been placed on reserve by him for his classes.

To have more complete knowledge of Reserve Book procedures, it is a good idea to study THE LIBRARY GUIDE for regulations to students.

Inter-library Loan for Faculty

If the instructor wishes to borrow from another library it can be done through inter-library loan. Request forms are available at the Circulation desk. The form must be filled out completely before request can be submitted. The library pays for postage and insurance up to $1.00. Any charge of $1.00 or over must be paid by the instructor or charged to his department. It is necessary for the chairman of the department to sign for such a request. Inter-library loans usually take two or three weeks to arrive. The lending library ususally lends for two weeks to one month.

Photocopying

Herrick Library owns two duplicating machines which can reproduce pages from most books, periodicals, and microfilm. A coin-operated machine is near the Main Desk. Cost: 5¢ per page.

For copying service, take material to be xeroxed to the Main Desk. In general copying is done on request, but extensive xeroxing may take longer. Information about material to be copied must be given clearly on photoduplication form or the material will not be copied. Cost: 10¢ per page.

MICROFILM READERS

Microfilm readers and a microfiche reader are available in the Periodical room. The library's xerox machine reproduces microfilm. Requests for such material should be made at the Main Desk. Personal charges for the copied material are to be paid on receipt of the copy. Instructional material charges may be paid for by the department.

C. Exhibits and Displays

Interesting exhibits appear throughout the year in the exhibit cases in the entrance of the Library. Also, displays of books of interest to students and faculty appear from time to time in the LOBBY. The pottery in the LOBBY and MAIN READING ROOM is from the student collection located in the New York State College of Ceramics.

D. Acquisitions Policy of Herrick Memorial Library

1. The Library Director and the University Faculty are responsible for a well-balanced book collection, by a plan of systematic selection.

2. Each department, with the approval of its chairman, is responsible for selecting library materials in its discipline. The librarian sends or makes available bibliographies, publishers catalogs, Choice, etc. to all departments to aid in this selection. When materials are ready for circulation, Department Chairmen are notified.

3. The Librarian in consultation with the Faculty-Library Committee allocates the amount of money for each department.

4. Requests for material for new courses and/or strengthening the existing collection (e.g. basic volumes) are made by each department with approval of its Chairman. Requests for new courses should be in at least six weeks before course is to begin. (Note: The Librarian is willing to select and purchase basic volumes for any discipline if the department concerned provides the funds, either grant money or a portion of its allocation.)

5. The general library allocation is administered by the Librarian and includes reference books, periodicals, most serials, and materials not covered by departmental allocations.

6. An account of expenditures and books mortgaged will be sent to the department monthly. The closing date for departmental order will be April 15 of each year. After this date the Librarian will generally not accept department orders. Any remaining funds will be spent by the Librarian.

7. A mimeographed list of acquisitions (Ex Libris) is compiled monthly and sent to faculty and various administrative offices and interested persons. An annual list of periodicals is also made available for general use.

8. All gifts of library materials are welcome. The Librarian reserves the right to dispose of such gifts in the best interests of the Library.

9. Stress is on quality of the book collection. To attain this end, all departments and faculty are urged to help weed out unnecessary volumes; to present suggestions for deleting any periodical titles no longer needed; to hold requests for additional copies, ephemeral material, and textbooks to a minimum; and to discuss any material needs with the Librarian or Chairman of the Faculty-Library Committee.

E. To Order A Book

1. All requests for books should be submitted on the Library Request Cards. (These may be obtained at the Main Desk at the Library or from the Chairman of the department.) We earnestly request the co-operation of the faculty in complying with the instructions on the cards. Please type the titles requested. Publishers' advertisements may be attached to the Request Card if this additional information is considered an aid to the Acquisitions Librarian. Please date any requests from out-of-print or second-hand book catalogs. We endeavor to obtain such items as rapidly as possible; much depends on availability.

2. The Chairman of each Department must sign the Request Cards before they are brought to the Library.

3. In order to speed the process of ordering, it is suggested that requests be submitted at an even rate throughout the year rather than being submitted en masse just before the deadline.

4. When the new books are cataloged and ready for use, notification (the pink 3 x 5 sheet from the Library Multiple Order Form) is sent to the Chairman of the Department, who is responsible for passing on this information to the faculty members in his department. Periodically, the library issues a subject list of recent acquisitions.

5. The library endeavors to comply and fulfill emergency requests for library materials.

F. To Order A Periodical

Requests for new subscriptions to the Periodical List may be made at any time.

The Chairman of the Department must sign the request. If back volumes are desired note this on the request form. Please include length of run and if the printed form or microfilm is preferred. The purchase of back volumes depends on the availability of funds. When a new title is added, the library presumes the subscription is to begin with No. 1 of current volume.

G. Periodicals

Herrick Library subscribes to over 1,400 periodicals. A list of the periodicals arranged by subject, is available at the Periodical Room Desk, Main Desk and on the INDEX TABLE in the REFERENCE ROOM.

All periodicals are shelved in the Periodical Room except for the current issues of popular titles located in the Browsing Room and the current issues outside the Periodical Stack Room.

Faculty members may enter the room to browse at any time. The hours during which the room is open are posted outside the Periodical Room. If the room is locked, faculty members may obtain a key at the main desk.

Indexes to periodicals are shelved in the periodical room, on the ground floor of the Library.

If a faculty member wishes to take a periodical from the Library, he is given a two week charge-out. He must leave a record of what he has taken on a slip to be filed in the Periodical Room. This charge is renewable if there is no demand for the periodical. All periodicals should be returned at the end of each semester and a new charge-out made if further use of them is requested. No students may take periodicals from the Library. No one except faculty members, library staff and the student on duty in the Periodical Room may enter the Periodical Room without obtaining special permission from the Head Librarian.

IMPORTANT - The ROTARY WHEELS on the TABLE, outside Periodical Room indicates the holding of periodicals in Herrick Library. PLEASE, use this reference tool before requesting periodicals. (Mimeographed lists of periodicals are available on the INDEX TABLE in the REFERENCE ROOM).

B. Faculty Room

The Faculty Room on the Second Floor is for STUDY ONLY; meetings can be held only in extreme circumstances.

NEW YORK STATE COLLEGE OF CERAMICS AT ALFRED UNIVERSITY

II THE SCHOLES LIBRARY OF CERAMICS

A. General

The library of the New York State College of Ceramics at Alfred University was established at Binns-Merrill Hall in 1947, and is now situated in the new Library-Fine Arts complex which was completed in 1973. It has been named after Dr. Samuel R. Scholes, who encouraged its development, and contains the VanSchoick Reading Lounge, in recognition of Miss Emily C. VanSchoick, its first Librarian.

In 1947, the library had 577 books, a few periodicals, and a miscellany of pamphlets and other reference materials. From these early days, it has been a non-circulating reference library, although it has been found possible to lend material to both faculty and graduate students on recall.

B. Library Facilities

The new Scholes Library of Ceramics is an enclosed four-floor structure which is a part of the new Library-Fine Arts building. It contains approximately 30,000 square feet of floor space, will hold 110,000 volumes, and seats about 250 users.

The present collection of approximately 52,500 indexed or classified items, consists of about 26,000 books, 16,000 bound periodicals and serials, and 10,500 other monographic references.

As well as special collections in the field of ceramic art and technology, the Library coverage has extended to many new areas of science and technology, such as metallurgy, ecology, oceanography, surface chemistry, crystallography, and thermodynamics.

An unusual collection of books on sculpture, painting, graphics, and other crafts is supplemented by a carefully selected representation of books on art history, architecture, and archaeology.

The periodical and serial collection fields are just as broad and significant. From approximately 1750 periodical titles, about 1360 are current subscriptions. These titles include

151 periodicals in foreign languages and a number of others which are not available elsewhere in the United States.

Consequent to recent cooperation a union list is now on hand, which informs library users of all periodical and serial titles available in the three academic libraries in the village.

The new library facility consists of four floors which start on the second floor level of the building. The first or lowest floor contains the book stack area, the current periodicals, a conference room, and an instructional materials or audio-visual room. The Technical Services and the Serials Sections of the library are managed on this floor in the Technical Services Workroom.

Reference service and controlled circulation is situated near the library entrance on the second floor. This floor also houses a reference and reading room, a special collections or rare book area, the VanSchoick Reading Lounge, and a student typing room. Activities on this floor are centered in the Readers' Services Workroom.

By the top of the stairs on the third floor is the office of the Library Director. The remainder of this floor contains the periodical and serial collections and adequate seating accommodation.

The fourth or uppermost floor contains a concentrated literature research area, although the more regular facilities in this field are situated in the reference room on the main floor. This floor also contains the government research reports collection, a microfilm reader room, the staff lounge, a controlled duplication room, and storage rooms for both the College reports and microcopy.

The card catalog of the collection is to the right as one enters the library, and reserve books are available at the controlled circulation desk. Lavatory facilities are available on the first, third and fourth floors inside the Library, and outside the entrance on the second floor.

C. Policies

Although library hours are decreased and posted when regular classes are not in session, they are normally as follows.

Monday through Friday --------	8:00 a.m. - 5:30 p.m. 7:00 p.m. - 11:00 p.m.
Saturday ----------	1:30 p.m. - 6:00 p.m.
Sunday ----------	1:30 p.m. - 5:30 p.m. 7:00 p.m. - 11:00 p.m.

D. Acquisitions

The policy regarding purchase of literature for the library depends to a great extent on the educational program of the College.

In addition to this influence, the collection is intended to give effective and reliable reference services to keep the clientele abreast of current development in the field, to arouse the intellectual curiosity of the student, to maintain the superior status of the library collection in the field of ceramics, to make available pertinent abstracting and indexing services which might be used in any institution by which a graduating student will be employed, and to supply a very limited selection of recreational reading material. Consistent with such guidelines, the policy has been to purchase only one copy per title of a book, except in special circumstances, to attain the greatest magnitude of coverage the library budget can withstand.

Book selection is carried out by the library faculty with the assistance of members of the Library Committee, each of whom is responsible for his or her related fields. Other members of the faculty and students are welcome to assist by recommending the purchase of pertinent literature through their related member of the Library Committee.

There are occasions when requested material cannot be purchased due to insufficient funds.

Gifts of related literature are always welcome, although the Library Director must have the privilege of appropriate use or disposal. If such gifts are used as income tax deductions, related appraisal rests with the donor and not the library.

E. Circulation

Books and other regular library material may be borrowed from the library by faculty and graduate students only.

Except for reference material and reserve books, these items are borrowed at the Circulation Desk. Books shelved elsewhere for protection may also be borrowed, although they are considered as reserve books.

Although there is no loan period for items which are borrowed, they must be rechecked in the library before the end of each semester.

If a borrower leaves the village for any period of time, all items on loan must be returned to the library. This allows the College to maintain a reference collection available to all students and faculty.

The spouse and family of a faculty or administrative staff member must observe the same regulations as regular students when using the library for courses they are attending.

A member of the staff services the Reference Desk by the entrance during all open hours of the school year. This librarian can help or guide a person to someone who can help with any problem related to the library. If an item is not where it should be, or directions are required, the Circulation Desk staff should be consulted.

F. Reserve Books

Before any book is assigned to students as a text for a course, the library should be informed so that library copies can be reserved.

Regular course reserve books should be listed and sent, rather than telephoned, to the Circulation section of the library before being assigned to the students. If plenty of time is not allowed, confusion can occur.

G. Interlibrary Loan

When it is found that specific references are not available on the campus, forms are available at the Circulation Desk to be filled in and brought to the Reference Desk or the Readers' Services Workroom.

Such items may be borrowed through interlibrary loan by the staff for faculty and graduate students. If a faculty member feels that such an item is required for an undergraduate student, it must be borrowed for him/her by the faculty member concerned.

Each reference which is received gratis on interlibrary loan is copied for permanent record in the library's reprint file, and a copy is given to the requester. In cases where there is an extensive charge for such duplication, or when an individual translation is desired, it may be necessary for payment to be made by the borrower or his department.

H. Duplication

The duplication machine in the Reference and Reading Room is available to all readers for copying literature. Faculty and graduate students who possess an account number, may secure the key to the duplication machine at the Reading Room Desk and copy at their will during open hours. When classes are not in session the key is available at the Circulation Desk.

Microfilm and/or microfiche may be copied at a set rate. Staff servicing the Circulation Desk should be consulted if this facility is desired.

Revised July 16, 1973

III AGRICULTURAL AND TECHNICAL COLLEGE LIBRARY

Alfred University faculty and students may use the library at the Agricultural and Technical College at Alfred.

AREA RECREATIONAL FACILITIES

I CULTURAL PROGRAMS COUNCIL

The object of the Cultural Programs Council is to provide a series of varied events of general interest to the entire community. The pattern includes a lecture series, the Herrick Memorial Library lecture, a symposium, films, drama, music, and art lectures and exhibits.

Since the program is primarily funded by students it attempts to focus on student interest as a first objective. Because student generations vary in interest, experimentation and flexibility are primary considerations. An effort is made to achieve a discriminating balance between student interest and quality of program.

The Cultural Programs Council relies heavily upon faculty involvement in promoting the various events and recommends that when possible, events be considered an integral part of course work.

In the fall of the year a brochure is made available giving the events and dates for the academic year. Periodically, reminders of scheduled events and announcements of additions are mailed. Season tickets are free for faculty and immediate family.

The University faculty has the privilege of attending the Ag Tech Cultural programs without charge on presentation of their University I.D. Cards or Cultural Series Season Tickets.

II ATHLETIC FACILITIES

The following facilities in the James A. McLane Physical Education Center are available to faculty when not in use for classes and scheduled events: natatorium; handball and squash courts, universal gym--weights; gymnastic equipment--exercising machines; sauna bath; gymnasium; wrestling room; dance studio.

Tennis courts are available each day during the morning and early afternoon hours. Courts are not scheduled but if crowded you can take your turn according to the rules posted at the courts. Scheduled contests and practice hours for the tennis teams will take precedence. The Trap Field is open Sunday afternoons for student and faculty participation, charges are nominal, about $3.00 per round.

III THE CAMPUS CENTER

The Campus Center facilities and programs are designed to supplement, complement, and co-ordinate the interests of all campus groups--faculty, independents, commuters, fraternities, sororities, and graduates.

Some facilities that would be of particular interest to faculty are:

1. Main Information Desk
2. Main Dining Room
3. Faculty Dining Room
4. Lounge
5. Art Gallery
6. Music Room
7. T.V. Room

Programs of interest to faculty include: visiting lecturers, forums, free movies, coffee hours, book reviews.

Services include: poster making, want ads, meeting room reservations, catering of coffee hours and dinners within the building.

IV AG-TECH FACILITIES

The Physical Education facilities of the Agricultural and Technical College at Alfred are available to the faculty of Alfred University according to the following schedule:

Monday through Friday - 12:00 noon to 1:00 p.m.
Friday - 7:00 p.m. to 10:00 p.m.

This schedule represents the use of the Swimming Pool and Gymnasium.

The Alfred Tech Ski Slope is available to Alfred University faculty on a daily basis, and by purchase of a season pass.

Use of any other facilities at Alfred Tech should be arranged through Mr. William Spellman, Coordinator of Student Activities.

V COMMUNITY FACILITIES

Community recreational facilities of interest to faculty members include the following:

1. Foster's Lake Club
   (A private lake club with swimming, hiking, camping, picnicing and boating facilities) Contact Eddy Foster.

2. Campus movies
   (popular films) For information see posters and advertisements.

3. Pool at Alfred Almond Central School "Family Night"
   Tuesday and Thursday Nights 7-9.

4. Alfred Rod and Gun Club (Meets 2nd Thursday of the month at 8:00 a.m.) Contact Jack Harvey 276-5053.

5. Kanakadea Recreational Area (Swimming, camping etc.) State Park.

Note: Anyone in need of a babysitter may contact the Director of Financial Aid.

POLICIES AND PROCEDURES FOR RECRUITMENT AND INITIAL APPOINTMENT

I FULL TIME FACULTY

Preface

Executive Order 11246 prohibits recipients of Federal contracts from discriminating on basis of race, color, religion, sex, or national origin. The Executive Order also calls for affirmative action to attract more women and minority applicants for employment consideration. In drafting an affirmative action plan, a college should consider these points:

a. quotas are not required or permitted.
b. employment goals must be based on availability of qualified minorities and women and expected turn-over in work-force.
c. the affirmative action concept does not require a university to employ, promote, or pay the same salary to an employee who is less qualified than other competing applicants. This would be reverse discrimination.

Alfred University is legally affected by this Executive Order only to a minor extent. However, Alfred University is also affected by growing national sentiment in favor of minority and women's rights. Morally, rectification of female inequities is long overdue.

We must make vigorous and systematic efforts to locate and encourage candidacy of qualified women and minorities.

A. The dean, in consultation with chairmen, determines needs for next year. These recruitment needs are presented to the academic vice president in a written memo comprising three parts: (a) replacement needs; (b) new positions; (c) any anticipated non-reappointment, tenure, leave, chairman, or retirement decisions. The memo should be organized alphabetically by department. Where additional faculty or replacements are requested, written arguments should be presented to defend the request. Such arguments might involve anticipated expansion in enrollment, need for a specialist, current teaching or student overload, etc. Where replacement needs are presented, the salary, rank, and highest degree of the man to be replaced, and the recommended salary, rank, and the highest degree of the proposed replacement should be indicated. Where additional faculty are requested, the recommended rank, highest degree and salary should be indicated. The dean's recruitment memo should be in the academic vice president's hands by early October.

B. During mid-October, the dean and academic vice president will confer on recruitment needs. At that conference, agreement will be reached on the total recruitment needs for each college. Salary and rank ranges will be agreed upon. The academic vice president will seek approval from the president in late October. The academic vice president will then transmit approved items to the dean. Dean and chairman are now free to move, provided they stay within the budgetary framework approved for each college. Any deviation from the budgetary framework must be cleared in advance with the president through the academic vice president.

C. The dean then notifies the chairman of recruitment authorizations, and the agreed-upon salary and rank framework and teaching load for each replacement or new position. The chairman then initiates the recruitment process by (a) contacting candidates known to him personally; (b) contacting appropriate graduate school chairmen or placement officers; (c) advertising (with dean's approval) in AAUP "Vacancies" section and elsewhere; (d) obtaining recommendations from reputable teachers agencies like American College Bureau of Chicago, or from reputable consultants like College and University Personnel Consultants of Washington, D.C.; (e) Deans should hold an orientation session with chairmen, during which recruitment procedures are discussed. Chairmen who cannot show leadership in recruitment must be replaced. (f) Please refer to the Affirmative Action Staff Officer memo of February 6, 1973, Instructions for completing recruiting check sheets.

D. Wherever possible, the chairman collects several dossiers for every open position. These dossiers he will discuss with his departmental colleagues. (a) The chairman then recommends to the dean that a given candidate be invited for an interview. Normally at least two candidates should be invited for each opening. (b) The interview process includes the candidate presenting a seminar, informal discussion of thesis or research, or class presentation open to departmental students and others. (c) No candidate is invited for an interview until such an invitation (and any attendant financial arrangements) are cleared with the dean. (d) Normally interviews will be scheduled for work days. The candidate should see the University in operation.

E. The chairman is normally the host for all interviews. He should see that the Dean, Vice President for Academic Affairs, and President receive a dossier at least one day prior to the visit. He assures that the candidate receives (preferably in advance of the interview) a University Faculty-Administration Handbook, a catalogue, and other promotional literature. The chairman should emphasize such Handbook sections as those treating Provisions of Faculty Appointment, Fringe Benefits, Consulting Policy, Patent Policy, etc. The host should emphasize the positive points about Alfred. He arranges to meet the candidate and return him to the airport (or wherever). He arranges a campus tour and interviews with department members, with the Dean, and where necessary with the Vice President for Academic Affairs and the President.

F. Where appropriate, the host, chairman or Dean will bring the candidate to the academic vice president's office and remain with the candidate. The host should provide answers to such questions as: what subjects the candidate will teach, how the candidate will "fit" with existing faculty, any special plans for the candidates special abilities, etc. It is the host's duty to show off the candidate's abilities for the position. This interview should come late in the candidate's visit, after he has had time to accumulate some knowledge of Alfred and possibly some questions. (This applies to the Dean's interview also.) The academic vice president will then communicate his reactions to the dean. The academic vice president will ordinarily not discuss salary with the candidates; this is the prerogative of the dean in consultation with the chairman.

G. A.U. has a policy of paying 100% of interview expenses. Funds to cover such expenses are to be drawn from each dean's college budget. For details of the A.U. policy on reimbursement for interview expenses, see the appropriate document in this Handbook.

H. Candidates for instructor and assistant professor rank need not be interviewed by the academic vice president, unless the dean and/or chairman believes such an interview might be helpful in securing the appointment or clarifying a certain problem. The academic vice president may be asked to interview any candidate when it is deemed in the best interest of A.U., i.e., if there are questions or doubts or when the host feels the candidate needs "selling" on A.U. No one should be appointed to an assistant professor rank without a doctorate except in extenuating circumstances (e.g., art, music, nursing), and then only with the academic vice president's approval.

I. Deans are to bring the graduate dean into the interview process whenever it is anticipated that the candidate will be significantly involved in graduate teaching.

J. Candidates for associate and full professor must be interviewed by the academic vice president. Candidates for full professor (if possible) and department chairmen (under all circumstances) must also be interviewed by the president. Such interview dates must be cleared with the president in advance so as to assure his presence on campus at that time. Biographical data must be in the president's and/or academic vice president's hands at least a day before the interview.

K. When negotiations with the candidate reach salary-discussion stage, the dean should stress the University's fringe benefits (see appropriate section in this Handbook), and the University's policy on moving expenses. In reference to the latter, note: (a) the appointment letter will contain a reference to this moving-expenses policy; (b) funds to cover moving expenses are budgeted in the college; (c) new appointees must be cautioned that there can be no advances for moving expenses; (d) "moving expenses" refers only to household effects, not to personal travel. Reimbursement cannot be made until the dean or treasurer's office has received the official bill submitted by the moving company.

L. No offer should be made to a candidate until favorable written or oral recommendations are obtained from significant figures at the individual's current or most recent institution. <u>At least one phone query should be made by the dean or chairman for potential appointees</u>.

M. In making an oral offer or discussing terms, the dean or chairman should emphasize that the offer or terms are tentative pending final approval by the academic vice president. If the offer or terms are within the specified rank and salary framework, there will seldom be a problem in obtaining such approval.

N. When the candidate has orally accepted the tentative offer, or has orally stated that the terms are satisfactory, these procedures will then be followed:

1. Via two copies of a Faculty Contract Data form, initiated by the department chairman, the dean will recommend precise terms of appointment to the academic vice president. Biographical material should be attached to the Contract Data forms. Also attached should be at least three letters of recommendation and documentation of degrees.

2. Affirmative Action documents must accompany the Contract Forms (Recruitment Check Sheet).

3. The academic vice president reserves the right to make additional phone queries. Occasionally the academic vice president can be expected to veto recommended appointments.

4. If the recommended appointment is approved, the academic vice president will return one signed copy of the Contract Data Sheet to the dean.

5. Two copies of the standard appointment letter will then be prepared by the dean and sent to the appointee, such letter to begin: "With the approval of the President."

6. A copy of the A.U. medical record form should be included with the contract.

O. The appointment letter will make clear reference to the Summary of Fringe Benefits; A.U. Provisions of Faculty Appointment; Provisions of Appointment for Department Chairmen, when appropriate; Consulting Policy; Patent Policy; or the Faculty-Administration Handbook previously given to the candidate. In addition the letter will state:

1. The nine-month academic year responsibility, beginning with the Monday of University Conference Week through the Monday following Commencement.

2. Any special arrangements or contingencies.

3. The annual salary.

4. The immediate superior, department, and rank.

P. The appointee will sign both copies of the appointment letter. He will retain the original and transmit the other to the dean. The dean's office will record the date received on his chronological file copy and forward the signed copy to the academic vice president's office. The academic vice president will prepare a payroll roster for the controller before the end of the first week in August.

Q. An appointment is not consummated until a signed copy of the appointment letter is deposited in the academic vice president's office.

R. The appointment letter will clearly state the time limit within which the appointee must sign and return the letter. Should this time limit expire, the offer is voided. Normally, the time limit will be not more than two weeks from the date of the letter, which will be sent air mail.

S. Once the candidate has returned his signed appointment letter, the dean should take the following action (see the Standard Follow-up letter):

1. The dean should send the new appointee two copies of the Faculty/Administration Biographical Data Form. Both copies should be returned to the dean, who should retain one copy and send the other to the academic vice president's office.

2. At the time the dean sends the new appointee the Biographical Data form, he should also request a glossy photograph. The deadline for return of both items is two weeks.

3. The photograph and a photocopy of the Biographical Data form should be sent by the dean to the director of the news bureau together with any written comments the dean wishes to make on the appointment.

4. Press announcements for appointments up to and including chairman are to be made by the vice president for Academic Affairs. Press announcements for positions higher than chairman are to be made by the president.

5. The dean is to send the new appointee a "Housing Needs" card, indicating expected time of arrival, marital status, number and ages of children, etc. The appointee is to return this card to the faculty housing office, which will notify the academic vice president's office of the indicated arrival date.

6. At the time the new appointee consults with the controller (or director of business affairs) on fringe benefits, he should fill out two copies of an "Arrival" card on which he can record his new Alfred home and office addresses and phone numbers. These cards should be sent to the appropriate dean's office and to the academic vice president's office. Such cards should be sent to the indicated offices within two weeks but not later than the first day of classes.

T. Once the dean has handled the matters described in S. above, the chairman should handle all further correspondence with the new appointee.

NOTE: Where appropriate, the above procedures for the recruitment and initial appointment of faculty will also apply to the recruitment and initial appointment of administrative personnel. The chief differences in the appointment of the two categories of personnel are that faculty are appointed for a nine-month period (approximately September 1 -- June 6) and are eligible for tenure, while administration are appointed for a twelve-month period (July 1 -- June 30) and are not eligible for tenure. See the special remarks on administrative appointments (p. 89 of this Handbook.)

II DOCUMENTS RELATED TO RECRUITMENT AND INITIAL APPOINTMENT OF FULL-TIME FACULTY

A. Policy On Payment of Interview Expenses

Interviews should be arranged by the departmental chairman with the approval of the academic dean. No candidate should be invited for an interview until cleared with the dean.

The University will cover the cost of recruitment interviews subject to the following conditions:

1. Travel by public carrier or private automobile

   a. Expenses incurred for travel within the geographical area including Maine in the Northeast, North Carolina in the South and St. Louis and Chicago in the West will be covered by the University without special authorization.

   b. Reimbursement for travel beyond these geographical limits requires special approval from the academic dean.

   c. To discourage "shoppers" from areas outside the above defined geographical limits, it may be helpful to suggest to the candidate that the University will agree to cover 50% of his expenses outright, and the remainder if the interview results in an appointment. Should this arrangement appear to jeopardize the chance of securing the services of a highly qualified person, the matter should be discussed with the academic dean before the proposition is presented to the candidate in question.

   d. When a University vehicle is not available, faculty members who use their automobiles to provide transportation for candidates will be reimbursed at the rate of ten cents per mile.

   e. Candidates who travel by auto will be reimbursed at the rate of ten cents per mile.

   f. If the cost of auto travel exceeds that of plane or other appropriate public carrier, the candidate will be reimbursed on the basis of the latter.

   g. As a general principle, candidates will be asked to travel by air coach or equivalent. However, deans may deviate from this principle when it seems necessary.

   h. Sometimes it is appropriate to advise candidates to rent a car and drive down from the Rochester or Elmira airport.

2. Room

   When the Reynolds Street apartment is unavailable, the University will pay for overnight accommodations at the Squirrel's Nest Motel or similar quarters.

3. Meals

The University will cover cost of meals for the candidate, and one meal for key faculty participating in the interview. Where the total expense for meals is expected to exceed $30.00, arrangements should be cleared with the academic dean. Where appropriate, meals may be charged at the Campus Center by the chairman or his representative.

4. Housing

a. With the faculty housing officer's aid, chairmen should identify available housing (University-owned or otherwise) and be sure that the candidate inspects same during his visit.

b. Because of the special Alfred environment, deans should encourage candidates to bring their spouse for the interview (unless spouses are already familiar with the Alfred area). This principle should especially apply to strategic appointments or those at the upper two ranks. Where spouses accompany the candidate for the interview, (a) the University will underwrite the spouse's expenses on the same basis as the candidate's; (b) the dean's or chairman's spouse should make plans for the entertainment and orientation of the candidate's spouse.

Any significant deviation from these guidelines must have the approval of the vice president for academic affairs.

Recommended by Deans Council, October-November, 1967
Approved by President, January, 1968
Revised by Provost, August, 1973

III PERSONNEL OTHER THAN FULL-TIME FACULTY

A. Part-Time Faculty (less than twelve teaching hours)

1. Each chairman should build a reservoir of potential part-time appointees who can be drawn on swiftly in emergencies.

2. A part-time appointee is to have the title of Lecturer in _____. No other title is permissible except after clearance with the president.

3. The maximum hourly rate for lecturers should be restricted to Ph.D.'s with some experience. Where the appointee lacks the Ph.D. and/or teaching experience, the rate should be the minimum. All new lecturers will be appointed at the same rates used in Summer School based on his credentials.

4. The appointment letter is to be written by the appropriate dean, after clearance of the appointee's qualifications and pay rate by the vice president for academic affairs. The appointment letter is to follow the format of the sample letter. As this sample letter indicates, no lecturer is to be appointed for more than one year at a time; the appointment is contingent on enrollment.

5. Two copies of the appointment letter should be sent to the appointee. One signed copy should be returned. The signed copy of the appointment letter, together with the biographical data, are to be sent to the vice president for academic affair's office.

B. University Administration (Non-Academic Areas)

1. The appropriate vice president will send recommendations for replacements or new positions, with supporting data, to the president in early fall.

2. If the president authorizes the position, the vice president and the president will jointly decide whether it is of sufficient importance to warrant presidential interview.

3. If the position is authorized, the vice president is free to work within the stipulated salary framework. Deviation from this framework requires presidential clearance.

4. Interviewees will be given the University Faculty-Administration Handbook, which contains many policies applicable to administration.

5. Appointment letters for University Administration, outside of academic affairs, will be cleared with the president via the Administrative Contract Data Sheet. When the appropriate vice president receives back an approved copy of the Data Sheet, he may then issue an appointment letter.

6. Follow-up procedures are the same as with faculty.

7. Appointees must file a record of a satisfactory physical examination with the University Physician not later than one month before assuming office.

C. Ceramics Administration (e.g., Director of Business Affairs)

1. The recruitment and appointment of such administration will be handled in the same manner as faculty.

2. At the beginning of the recruitment process, the Ceramics dean and the academic vice president will consult with the president to determine whether the position is of sufficient importance to warrant presidential interview or interview by some other member of administration.

3. Appointment letters for Ceramics administration will be cleared with the academic vice president via the Faculty Contract Data Sheet. When the Ceramics dean receives back an approved copy of the Contract Data Sheet, he may then issue an appointment letter. The standard appointment letter for University administration is appropriate for Ceramics administrative personnel.

4. Follow-up procedures are the same as with faculty.

D. Ceramics Post-Doctoral Fellows and Technical Assistants

1. No higher clearance is necessary; the appointment letter need not state "With the approval of the President."

2. However, a carbon of the appointment letter and biographical and other relevant data should be sent to the academic vice president's office. Persons in this group are included in presidential social invitations.

E. Graduate Fellows, Graduate Assistants, and Graduate Teaching Interns

1. Graduate assistants are appointed by the Dean of the Graduate School.

2. No higher clearance is needed for such appointments, nor should any individual biographical material be sent to the academic vice president's office in connection with such appointments.

F. Secretarial and Clerical Staff

(For the Ceramics College, the Director of Business Affairs' name should be substituted for the Controller's in the statements below.)

1. Requests from vice presidents for new secretarial positions for the next fiscal year will be made at the time such officers submit other personnel requests for the next fiscal year--i.e., in October. Vice presidents may need supplementary requests later in the year (July-August).

2. After considering the total budget picture, the president will send to the controller (through the financial vice president) any authorizations for new secretarial or clerical positions as part of the total budget authorizations. The appropriate vice president will simultaneously be informed of the president's decision.

3. For any given new secretarial position, the controller will screen and test all applicants to determine secretarial competence. Those whom he judges acceptable will be sent to the appropriate supervisor for interview. No applicant will be appointed who is not mutually acceptable to the controller and the prospective supervisor.

4. The controller will determine all initial matters of salary or part-time rate. Prospective supervisors may discuss the general salary range for secretaries, and may privately recommend a salary to the controller. However, prospective supervisors should avoid committing the institution to any specific salary. Only the controller may make such a commitment.

5. Once the applicant is appointed, the controller has the responsibility for briefing the supervisor as to mechanics of payment.

6. Authorized new secretarial positions will normally take effect on September 1 of the next fiscal year. All clerical and secretarial employees are hired for a three-month probationary period, after which their merit is judged jointly by the supervisor and the controller, and a decision is made as to permanent employment.

7. Current secretarial positions may be filled at any time, after consultation with the controller.

8. Supervisors should be careful to stress that the ultimate responsibility for hiring secretaries lies with the controller.

9. The controller is to supply the supervisor with the salaries (or part-time rates) of all secretaries or clerical aides under that particular supervisor's jurisdiction. The supervisor is to keep this information in the strictest confidence.

10. In the springtime, after faculty-administration increments have been mailed, each supervisor is to send to the controller, on the form provided, ratings and increment recommendations for all the secretaries under that supervisor's jurisdiction.

11. Within the budgetary limitations imposed on him, the controller will seek to honor such recommendations, unless his own estimate of the secretary is contrary to the recommendation. In such an instance, the supervisor and the controller will confer in order to reach a mutually satisfactory estimate of the secretary's worth. Should they ultimately disagree, then the final responsibility for determining secretarial increments in any given year (subject to the president's final review of the total University budget) lies with the vice president for business and finance.

12. Once a secretary is assigned to a supervisor, the secretary becomes essentially the employee of that supervisor. He determines her specific duties, and she is responsible to him for the performance of those duties. Accordingly, no secretary is to be withdrawn from a supervisor, or shifted to another position, unless the supervisor approves after prior consultation. Exceptions to the foregoing could be justified only by budgetary problems, or emergencies, or the request of the employee.

Approved by the Deans Council -- October, 1967
Approved by President -- November, 1967
Revised Version Approved by President -- September, 1971
Effective date Revised Version -- September 6, 1971
Revised by Provost -- August, 1973

Deans and Vice Presidents may obtain appropriate forms from the Provost's Office. These include: A.A. Recruitment Check Sheet, Faculty or Administration Contract Data Sheet, A.U. Biographical Data Form, and copies of any of the standard contract and follow-up letters.

NEW YORK STATE COLLEGE OF CERAMICS
at ALFRED UNIVERSITY

BY-LAWS OF THE FACULTY

Preamble

The purpose of these By-Laws is to provide an organization through which the Faculty may effectively discharge its responsibilities in the conduct of the College's program of instruction and research. In the governance of the Faculty, these By-Laws are supplementary to, and consistent with, the By-Laws of the Board of Trustees of Alfred University and have been drawn up with due regard to the Policies of the Board of Trustees of the State University of New York.

Article I - Membership and Function

The Faculty of the College of Ceramics shall consist of the President and the Academic Vice President of Alfred University, the Dean of the Graduate School, the Dean of the College, officers of the college administration holding academic rank, the professional librarians of the college and all members of the teaching staff, exclusive of student assistants. Emeritus and part-time faculty, post-doctoral fellows, and those serving temporary appointments of less than one academic year, are considered faculty but without voting privilege. College administrators without academic rank may attend faculty meetings as observers. At the Dean's discretion, and after consultation with the faculty, other persons may be invited to faculty meetings.

Article II - Officers

Section 1 - The Officers of the Faculty

1. The Dean of the College shall be the Chairman.
2. The Chairman of the Faculty Council shall be the Vice Chairman.
3. The Secretary of the Faculty shall be a member of the Faculty, elected by the Faculty.

Section 2 - Duties of the Officers

1. The Chairman shall act as presiding officer of the Faculty meetings and shall call such meetings of the Faculty as are necessary for the conduct of business. He shall also call meetings of the Faculty when requested by the Faculty Council or as otherwise provided for in these By-Laws.
2. The Vice Chairman shall preside at Faculty meetings in the absence of the Chairman and at such times as requested by the Chairman.
3. The Secretary shall take minutes of the meetings of the Faculty and present copies of these minutes to all members of the Faculty and shall maintain a permanent file of the minutes. The minutes shall include a record of the number of Faculty present at meetings.

Section 3 - Election of Officers

1. The election of the Vice Chairman shall be as provided for in Article IV.
2. The election of the Secretary shall be by a majority vote.

Article III - Meetings of the Faculty

Section 1 - Meetings

Meetings of the Faculty shall be held monthly.

Section 2 - Special Meetings

Special meetings shall be called by the Chairman at his discretion or when requested by the Faculty Council or by petition of 30% of the Faculty.

Section 3 - Attendance

Faculty shall have a responsibility to attend all meetings of the Faculty and when, for just cause, attendance is not possible, shall inform the Chairman that they will not be present and state the cause.

Section 4 - Rules of Order

The meetings shall be conducted in accord with recognized parliamentary rules of order to the best ability of those present.

Section 5 - Quorum

1. A quorum of the Faculty at regular and special meetings shall be one-half of the Faculty.
2. A quorum at meetings at which elections are held or meetings pertaining to amendments to these By-Laws shall be two-thirds of the Faculty.

Article IV - The Faculty Council

Section 1 - Organization

The Faculty Council shall consist of four representatives from the Faculty. The Dean of the College shall be an Ex-Officio member. The members shall be elected in April. Two members shall be elected each year to serve two years. Vacancies occurring between elections shall be filled by an election by the Faculty.

The Chairman of the Faculty Council shall be elected by the Faculty from the four members of the Council. The Secretary of the Council shall be appointed by the Chairman. It shall be the duty of the Chairman to prepare agenda, call and conduct meetings, report to the College Faculty, and otherwise exercise the will of the Council. It shall be the duty of the Secretary to record the minutes of the Council meetings and report them to each council member at least two days

prior to subsequent meetings. He shall also keep a complete file of the years' minutes for the succeeding Secretary such that there shall be a continuous record or history of work done by the Council over the years.

Section 2 - Purpose

The purpose of the Faculty Council is to represent Faculty interests to the administration and to serve as a liaison committee between Faculty and Administration.

Section 3 - Function

The Council shall:

a. Serve in an advisory capacity to the Dean and the Faculty of the College, especially in matters of governance, assignment of responsibilities to faculty committees, preparation of faculty meeting agenda, and in the evaluation of internal problems as well as those of our relation to other divisions of Alfred University.

b. Report to the Faculty at regular intervals.

c. Represent the Faculty of the College of Ceramics in the University Council.

d. Act as a Grievance Committee. The committee shall establish procedure for the hearing and resolution of grievances presented to it by individual faculty members on matters of personal or professional concern.

Section 4 - Minutes

The Minutes of the meetings of the Faculty Council shall be made available to any faculty member upon his request.

Article V - SUNY Faculty Senator and Alternate

Section 1 - Function

The Senator shall represent the Faculty in the Faculty Senate of State University of New York. The Alternate shall perform these functions in the absence or incapacity of the Senator.

Section 2 - Election and Term

The Senator and Alternate shall be elected in April by secret ballot from two or more candidates for a term of three years. The Senator may succeed himself for one three-year term but then is ineligible for re-election for one year. The term of the Senator shall begin on July 1st of the year of his election. The Alternate representative shall serve for the same terms as the Senator for whom he is alternate.

Section 3 - Vacancies

In the event that a Senator is to be away from the campus on leave of absence for a period in excess of one academic year, the Faculty will hold another election to fill his unexpired term in the same manner as the original election. The foregoing provision would also apply to the case of a vacancy of similar duration in the position of Alternate. In the event that both the Senator and his Alternate are simultaneously away from the campus on sabbatical or other leave of absence for a period in excess of four months during the academic year, the Faculty will hold another election to fill the unexpired terms.

Article VI - Faculty Committees

Section 1 - Promotion and Tenure

1. Membership - The Committee shall consist of two members of the faculty of the Division of Engineering and Science, two members of the faculty of the Division of Art and Design, one member of the faculty of the Library of the College of Ceramics, the Assistant Dean of the College of Ceramics, and the Dean of the College of Ceramics. Of the five non-administrative faculty members, at least three shall be full professors on tenure, and all shall be tenured. Division Heads and the Director of the Library are not eligible for membership. The Assistant Dean of the College is a non-voting member of the Committee. The Dean of the College is not eligible to chair the Committee and may vote only in the event of a tie.

2. Function - The Committee shall advise the President of Alfred University with regard to the recommendations of the Division Heads and the Director of the Library concerning the promotion and tenure of the faculty. The recommendations of the Committee are to be transmitted to the President by the Dean of the College over the signatures of the voting members of the Committee.

3. The Promotion and Tenure Committee is designated as the faculty committee which is advisory to the Dean of the College on matters of salary adjustments, including merit increases or discretionary increases, and other matters affecting faculty remuneration, in the light of recommendations received from the Division Heads and the Director of the Library.

4. Election and Term - Two members of the faculties of the Art and Design and Engineering and Science Divisions, one each shall be elected each year, and one member of the faculty of the Library shall be elected on alternate years, by the College faculty, each member to serve a two year term.

Section 2 - Long Range Planning

1. Membership - The Committee shall be composed of the Assistant Dean, Division Heads, one faculty member from each division who is presently serving on the curriculum and teaching committee (to be selected by the Committee on Curriculum and Teaching), one student from each division, the Director of the College

of Ceramics Library, and the Director of Supporting Services. The Dean shall be an Ex-Officio member. The Assistant Dean shall be Chairman of the Committee.

2. Function - The Committee shall be an advisory group to both the Dean of the College and the Faculty and will consider subjects relating to the long range future of the College. These will include new academic programs, research, enrollment projections, personnel requirements, facilities, etc. The Committee will provide a means for coordinating activities with the long range planning committee of Alfred University.

Section 3 - Research Committee

1. Membership - The Committee shall consist of the Director of Research, the Assistant Dean, two elected members of the faculty and two graduate students. One Faculty member shall be elected each year for a two-year term.

2. Function - The Committee shall be familiar with the research program of the college and advise the Director of Research and the Faculty on the improvement and implementation of the research program of the college.

Section 4 - Library Committee

1. Membership - The Committee shall consist of the Director of the College of Ceramics Library, the Director of Herrick Memorial Library, four elected members of the Faculty, two students, one a graduate student, and the Assistant Dean, Ex-Officio. Two faculty members shall be elected by the Engineering-Science Division and two by the Art and Design Division, each to serve a two-year term.

2. Function - The Committee shall serve as an advisory committee to the Director of the College of Ceramics Library on the holdings of the library.

Section 5 - Curriculum and Teaching

1. Membership - The Committee shall consist of three faculty members from the Division of Art and Design, three from the Division of Engineering and Science, one Librarian and one student from each division.

2. Function - The Committee shall have the responsibility for the approval of course outlines and setting up of credit levels for courses. Approval of curricular changes will be made by this Committee after recommendation by the division concerned. The new curriculum will then be circulated to the Faculty of the College who could override the committee approval at the next faculty meeting. The Committee shall make recommendations to the College and/or division faculty in matters of instructional innovation and teaching practices.

3. Election - Each division shall elect one representative each year for a three-year term. A student enrolled in each division will be selected to serve one year.

Section 6 - Publications Committee

1. Membership - The Committee shall consist of three members of the Faculty.

2. Function - The Committee shall meet as required to consider any matter involving the publications of the College, their improvement and frequency.

3. Appointment - The Committee shall be appointed by the Dean of the College.

Section 7 - Nominating Committee

1. Membership - The Committee shall consist of three members of the Faculty elected at a March meeting of the Faculty.

2. Function - The Committee shall prepare a slate of candidates as stated here, obtain the permission of the candidates, and distribute this slate of candidates to the Faculty at least one week prior to the date of the April election meeting of the faculty.

The Committee shall furnish nominations as follows:

Faculty Council: Two candidates shall be nominated for each position open on the Council.

Secretary of the Faculty: One candidate shall be nominated.

Faculty Senate: Two candidates shall be nominated for Faculty Senator in the year that election is required and two candidates shall be nominated for Alternate Faculty Senator at the same time.

Promotion and Tenure Committee; Two candidates from the Art Division and two from the Engineering-Science Division shall be nominated to fill the one vacancy in each division which will occur each year.

Research Committee: One candidate shall be nominated for the open position on this committee annually.

3. It should be understood that the Nominating Committee should not hesitate to nominate one of its members when it feels that the nomination is appropriate.

Section 8 - Elections in Committees

Each committee shall elect a Chairman and a Secretary from its membership unless these officers are designated by the By-Laws.

Section 9 - Division Elections

Each Division shall annually elect one faculty member from the Division to serve a two-year term on the College Library Committee.

Section 10 - Ad-Interim Committeemen and Officers

The Chairman of the Faculty Council may, with the advice and consent of the Council, appoint ad-interim officers or committeemen to carry on any business of the Faculty which may arise during the summer vacation period, when elective officers or committeemen are not available.

Article VII - Elections

Section 1 - Term of Office

The term of office for all elective officers shall be for one year, September 1 to August 31, unless stated otherwise in the By-Laws.

Section 2 - Vacancies

When an officer or member of a committee will be absent from the campus for more than one semester, the position may be filled by election at any faculty meeting.

Section 3 - Eligibility

All nominees for election to faculty offices must be members of the Faculty.

Section 4 - Elective Procedures

1. After the slate of nominees has been presented by the Nomination Committee, nominations for all offices will be accepted from the floor.

2. Any regularly nominated candidate for office of the Faculty shall be declared elected to fill the office when he receives the majority vote by secret ballot of the faculty present.

3. In case of a tie vote, election shall be declared by lot.

4. Officers may be nominated and elected at the same meeting of the Faculty.

Article VIII - Amendment to the By-Laws

These By-Laws may be amended by a two-thirds vote of the Faculty at any meeting having the two-thirds quorum of Faculty present. Amendments should be read at a Faculty Meeting at least one month in advance of the meeting at which they are voted on.

Adopted by Faculty - May 24, 1965
Amended by Faculty - April 16, 1967

Amended by Faculty - December, 1970 - February, 1971

Approved by President Miles - April 30, 1971

Amended by Faculty (Article VI, Section 1) - March 22, 1973

ALFRED UNIVERSITY SCHOOL OF NURSING
By-Laws of the Faculty

Preamble

The purpose of these By-Laws is to provide an organization through which the Faculty may effectively discharge its responsibilities in planning and implementing the educational program of the School of Nursing.

Article I - Membership and Function

The Faculty of the School of Nursing shall consist of the President of Alfred University (Ex-officio), the Dean of the School of Nursing, and all members of the teaching staff. Other officers of administration may attend meetings of the faculty of the school without the voting privilege. Student representatives, as elected by their respective classes, shall attend those meetings or portions of meetings, as deemed advisable by the faculty with the privilege of contributing to discussion but without the voting privilege. The faculty shall have jurisdiction over the educational affairs of its own school in accordance with the accepted policies of the school and of the University.

Article II - Officers

Section 1 - The Officers of the Faculty

1. The Dean of the School shall be the Chairman.
2. The Secretary of the Faculty shall be a member of the Faculty, elected by the Faculty for a period of no longer than two years.
3. The Parliamentarian shall be a member of the Faculty, appointed by the Chairman.

Section 2 - Duties of the Officers

1. The Chairman shall act as presiding officer of the meetings of the Faculty as is necessary for the conduct of business.
2. The Secretary shall take minutes of the meetings of the Faculty and present copies of these minutes to all members (at least 10 days before the next meeting) and shall maintain a permanent file of the minutes. The minutes shall include a record of the members present at meetings.
3. The Parliamentarian shall be responsible for maintaining the meetings within the general framework of Parliamentary procedure.

Article III - Meetings of the Faculty

Section 1 - Meetings

Meetings of the Faculty shall be held monthly.

Section 2 - Special Meetings

Special meetings shall be called by the Chairman at her discretion or when requested by petition of 30% of the Faculty.

Section 3 - Attendance

1. Faculty shall have the responsibility of attending all meetings, and when, for just cause attendance is not possible, shall inform the Chairman and state the cause.
2. Student representatives shall be present at those meetings or portions of meetings which the Faculty deems advisable.

Section 4 - Rules of Order

The meetings shall be conducted in accord with recognized parliamentary rules of order to the best ability of those present.

Section 5 - Quorum

1. A quorum of the faculty at regular and special meetings shall be one-half of the Faculty.
2. A quorum at meetings pertaining to amendments to these By-Laws shall be two-thirds of the Faculty.

Section 6 - Voting

When a quorum is present, as described in Section 5, a majority of the votes cast is sufficient for the adoption of any motion that is in order, except those which, according to Robert's Rules of Order, require a two-thirds vote.

Section 7 - Agenda

There shall be an agenda for each meeting of the Faculty, copies being distributed to each Faculty member at least ten days before the regularly scheduled meetings.

ticle IV - Committees

Section 1 - Standing Committees

1. Student Progress Committee
   This committee shall concern itself with standards of admission and evaluation of student progress, including consideration of special problems.
2. Curriculum Committee
   This committee shall concern itself with curriculum development, revision, and implementation.
3. Committee on Promotion and Tenure
   This committee shall function within the framework of University policy regarding said committee.
4. Program Committee
   This committee shall concern itself with professional, cultural, and social programs for faculty and students.

Section 2 - Ad-hoc Committees

1. An Ad-hoc Committee shall be appointed at any time by majority vote of the Faculty, to deal with a specified special project.
2. All reports of such committees shall be submitted to the Faculty and shall be subject to the approval of this body.

3. An ad-hoc Committee shall be considered dissolved without special action of the Faculty as it presents its final report on the project assigned to it.

Section 3 - University Councils and Committees

As members of the Faculty of the School of Nursing it shall be the responsibility of each, as elected or appointed, to serve on appropriate University Councils and Committees.

Article V - Amendment to the By-Laws

These By-Laws may be amended by a two-thirds vote of the Faculty at any meeting having the two-thirds quorum of Faculty present. Amendments should be read at a Faculty meeting or submitted in writing to all faculty members at least one month in advance of the meeting at which they are voted on.

Revised and Approved May, 1968